

TEXAS FARMERS' MARKET  
JOB DESCRIPTION

Position Title: Traffic Coordinator  
Classification: Part-time, hourly  
Reports to: Operations Manager  
Direct Reports: None  
Location: Austin, TX

Organization Summary

Founded in 2010, Texas Farmers' Markets at Lakeline and Mueller are organized under F2M Texas, a 501(c)4 non-profit corporation centered around hosting and educating Central Texas producers and consumers to grow a sustainable food system. We are located in Austin, TX.

Position Summary:

The Traffic Coordinator is responsible for overseeing and directing the set-up and take down of the market. There is currently an open position at the TFM Mueller Sunday on Sunday 7:15am-3:45pm. The position requires general fitness, personnel skills, organization and ability to multitask.

This is an active, outdoor and fun opportunity to interact with local farmers, ranchers and food artisans as well as shoppers, chefs and patrons of the local food suppliers.

Major Responsibilities:

Operations and Administration:

- Safely drive (no more than 5 miles) and park box truck containing market equipment at market grounds
- Set out required signage and equipment to prep for vendor load-in
- Provide direction to vendors for market setup and breakdown
- Management of vendor traffic flow during load in and load out
- Fielding and answering vendor questions onsite, reporting
- Ensure vendor compliance of TFM Market and notifying management of rule violations
- Knowledge and communication of best practices and TFM Safety Procedures
- Troubleshoot and problem solve issues at market as they arise
- Collect estimated sales information from all vendors during market hours
- Complete and file all appropriate administrative paperwork to Operations Manager at the end of each market
- Constantly seek to adapt and improve market operations and procedures with input from operations team

#### Knowledge, Skills and Abilities:

- Reliable transportation and clean driving record
- Consistent availability on Sundays as outlined in the Position Summary
- Access to a computer and ability to work/communicate remotely with operations team as needed
- Physically able to work in adverse weather conditions. Ability to work on foot for 8 hours consecutively
- Excellent verbal, written, interpersonal and communication skills
- Attentive to details and displays a strong aptitude for organization
- Strong customer service skills - displays enthusiastic, outgoing, and helpful behavior
- Team oriented as well as self-motivated
- Aptitude for prioritizing tasks and showcasing flexibility in the event of a change
- Model ethical and professional integrity
- Flexible time schedule to accommodate variable hours and market activities a must
- Competency in Spanish desired but not mandatory

#### Education/Experience:

- High school diploma or equivalent.
- Passion for farmers markets, local food and sustainability

#### Physical Requirements and Working Conditions:

- Must be able to work onsite at a rain or shine market
- Should be able to lift ~50 lbs. and stand, walk, or sit for prolonged periods of time
- There may be need for hours beyond the regular workday

Compensation and Benefits: \$15/hr. This is an hourly, part time position.

#### Equal Opportunity Employer:

Texas Farmers' Market provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

To Apply: To apply, please email a cover letter and resume with subject line Traffic Coordinator to [operations@texasfarmersmarket.org](mailto:operations@texasfarmersmarket.org)