

Role: Summer Market Coordinator

Type: Part Time (approximately 30 hours per week)

Start date: Approximately June 15

Application Deadline: End of day, May 11, 2025

Location: Riverview Community Centre



Qualifications/Eligibility:

- Must be 16-29 years of age for grant eligibility
- Strong organizational and communication skills
- Experience with event planning, markets, or community programming is an asset
- Comfortable interacting with the public and local vendors
- Ability to work independently and as part of a team
- Basic computer and email skills required

Overall Objective:

To coordinate and support the successful operation of RVCC's weekly Summer Market, ensuring an enjoyable and safe experience for vendors and attendees.

Duties Include:

- Coordinate and communicate with vendors before and during market days
- Support setup and takedown of market stalls, signage, and related materials
- Ensure smooth market operations, including vendor placement and troubleshooting
- Greet and assist vendors and market attendees
- Promote a welcoming and inclusive environment
- Track vendor attendance and assist with market-related administrative tasks
- Help promote the market through community engagement and basic social media updates
- Notify GM of any safety concerns or issues related to the grounds or market activities

It is essential that all staff at the club are helpful and respectful to users. Excellent customer service, punctuality, and responsibility are expected.

To Apply:

Please send your application to gm@riverviewcc.ca. Applications will be accepted until **end of day May 11**.