



2024 Waterfront Farmers Market INDIVIDUAL VOLUNTEER GUIDELINES

OUR MISSION Under the guidance of the Gig Harbor Waterfront Alliance, The Waterfront Farmers Market strives to provide access for all citizens to fresh, local, sustainable food and food products in an atmosphere that promotes community and economic vitality while supporting our region's farmers and producers.

FOOD-CENTRIC MARKET The Waterfront Farmers Market is a food-centric market. We endeavor to present at each market a vendor ratio of 85% farms and food products, with the remaining 15% made up of a combination of artisans and crafters, Volunteer Organization of the Week, Sponsors, activities, and community non-profits.

MAIN STREET® The Waterfront Farmers Market is brought to you by the Gig Harbor Waterfront Alliance, a Washington State and Nationally Accredited Main Street® Program. The mission of the Alliance is to promote economic vitality by maintaining a historic waterfront community that attracts diverse businesses and people through collaboration, outreach and activities.

VOLUNTEERS!

We are delighted to receive your interest in supporting Gig Harbor's Waterfront Farmers Market, hosted by the Gig Harbor Waterfront Alliance in the beautiful location of Skansie Brothers Park, Gig Harbor. In the 2023 market season we had a total of 40,883 attendees with an average of 2,555 attending each market. To submit a Volunteer Application, visit www.waterfrontfarmersmarket.org/volunteer

VOLUNTEER OPPORTUNITIES We need your help to make the Waterfront Farmers Market a success! As a volunteer, you'll be a part of a vibrant community event and play a crucial role in supporting local farmers, food producers, and artisans.

MARKET DATES AND HOURS

Every Thursday, June 6th - August 29th (excluding July 4th) 1:00pm - 6:00pm
Skansie Brothers Park, Gig Harbor

VOLUNTEER ROLES OVERVIEW

- **Set-Up/Tear-Down:** Help vendors unload and set up their booths, assist with market setup/take down (signage, tables, etc.), and ensure the park is clean and tidy after the market closes.
- **Kids Corner Assistant:** Engage with children in fun, educational activities related to the market and local food.
- **Vendor Shuttle Driver:** (Must have a valid driver's license and vehicle) Transport vendors to and from the designated parking area.
- **Market Greeter:** Welcome visitors to the market, count attendance, and provide information.
- **Information Booth Staff:** Answer questions, offer directions, and assist with market operations.

Listed on the following pages are the volunteer needs at the WFM each Market day. There may be tasks not listed in this packet that may be requested of volunteers. If assigned a task that you are not comfortable with or feel you are not physically able to do, please inform the Market Manager.

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Market Manager
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VOLUNTEER ROLES & TIMELINES

Volunteer check-in

- All volunteers should check in at the Information booth, sign-in on the volunteer sign-in sheet, and pick up their vest or apron that identifies them as a volunteer. Market manager or staff will assign tasks to volunteers

Volunteer Check-out

- At the end of the opening shift, volunteers check-out at the info booth, sign-out on volunteer sheet, and return apron or vest

MARKET SET UP VOLUNTEER ROLES: 10AM - 1PM

- **Vendor shuttle driver:** a volunteer is needed to shuttle vendors from designated parking lot back to the farmers market location. Drivers license, vehicle and insurance required.
- **Vendor Load In & Set-up:** Volunteers' primary task is to support vendor unloading, transport canopies to designated booth location and keep the flow of arriving vendors moving smoothly.
 - All vendors should be arriving between 10:00am and 12:30pm and must have their booth ready for business by 12:45pm
 - Vendors will pull into the designated 'loading zone' parking spaces near the market location where volunteers will assist the vendor in unloading their vehicle and transporting canopies and goods to the vendor's designated stall location. Once unloaded, the Vendor will relocate their vehicle to the designated off-site parking area and return by volunteer shuttle driver (or a short walk) to the Market
 - Volunteer help to keep handicap parking stall unobstructed and remain aware of sidewalk pedestrians
 - Additional tasks to help vendors (ex: pop up tents, vendor booth display) are not required and should only occur after all vendors have arrived and the loading zone is clear.
- **Market Set-up:** Direction of tasks will be given to volunteers by Market staff and may include but are not limited to the following:
 - Retrieve supplies from on-site storage
 - Set up info booth and other Market supported booths
 - Place signage throughout Market area

MARKET OPERATIONS VOLUNTEER ROLES: 1PM - 6PM

(Shifts may be 1:00-3:30 pm or 3:30-6:00 pm)

Volunteers during market hours may be assigned to a variety of activities including

- counting attendance at the market
- greeting shoppers

- assisting vendors
- assisting entertainment
- supporting the Information booth
- supporting the Kids Corner
- surveying market attendees

MARKET TEAR DOWN VOLUNTEER ROLES: 6P - 7:30P

Tear-down of the Market does not begin until the Market closes at 6:00pm. Direction of tasks will be given to volunteers by Market staff and may include but are not limited to the following:

- Vendor Tear-down
 - Assist vendors in taking down canopies
 - Once the vendor has retrieved their vehicle, assist in transporting items from their stall location to the loading zone, and additionally assist in loading their items into their vehicle
- Vendor Shuttle
 - Once a vendor is packed up and ready to retrieve their car, the volunteer vendor shuttle driver will take the vendor(s) to the designated parking lot to retrieve their vehicle
- Market Tear-down
 - Retrieve signage throughout Market area
 - Take down info booth and other Market supported booths
 - Return supplies to storage at direction of Market staff
 - Empty garbage cans to designated dumpster
 - Move no-parking signs to a designated location behind the Skansie House
 - Check with Market Manager before leaving to make sure all needed tasks are completed

ATTENDANCE & GENERAL SAFETY

Attendance

- As a volunteer for the Waterfront Farmers Market, you are helping to provide our community with access to fresh, local, sustainable food as well as helping to create a welcoming and lively gathering place in our downtown. Your time and commitment is extremely valuable to our organization. Once committed to a volunteer time, the Market will be counting on your attendance at the Market that day
- The Market will take place rain or shine.
- In the event of extreme weather or an emergency, the Market Manager may choose to close the Market for safety.
- Do not assume the Market is closed. Contact the Market Manager if the weather is questionable before deciding not to show for your shift.

General Safety

- At no time, including set-up and tear-down, shall vehicles or trailers be permitted on the grass, sidewalks, or Welcome Plaza courtyard in Skansie Brothers Park.
- Smoking or vaping is not permitted within Skansie Brothers Park.
- All volunteers will comply with codes established by the City of Gig Harbor and Gig Harbor Fire.
- All safety concerns should be reported immediately to the Market Manager.
- If assigned a task that you are not comfortable with or feel you are not physically able to do, it is up to you, the volunteer, to inform the Market Manager.

INDEMNITY

Gig Harbor Waterfront Alliance (GHWA) shall not be held liable for any debt, tax or assessments incurred by Market vendors in the operation of his/her booth nor for any salary or expense due to any of his/her employees. The GHWA shall not be liable for the result of any accident or damage to any person or article employed by, or in possession of the vendor while at the Market in the City of Gig Harbor, whether such accident, loss or damage occurs during the time of preparation, the period of occupancy, or at the time of removal there from. In consideration of the privileges granted by this contract, the vendor agrees to protect, indemnify and hold harmless the GHWA from any and all claims for damages, demands, or suits arising from injuries or damages sustained, or alleged to be sustained, by employees of the vendor or by any member of the public where such injury or damage shall have resulted either directly or indirectly from the activities and business of the vendor in connection with this contract. The vendor shall cooperate and assist the GHWA or its representatives in investigating such claims and in negotiating settlement thereof and the vendor shall be bound by any decision of the GHWA or its representatives respecting the disposition to be made of such claims, even if any of the allegations, claim for damages, demands or suits are groundless, false, or fraudulent.