

# 2017

# WATERFRONT FARMERS MARKET

## VOLUNTEER GUIDELINES



*A project of the*



### MARKET LOCATION:

Skansie Brothers Park  
3211 Harborview Drive  
Gig Harbor, WA 98335  
[www.waterfrontfarmersmarket.org](http://www.waterfrontfarmersmarket.org)



# CONTACT INFORMATION AND LOCATION

*The Waterfront Farmers Market is a project of the  
Gig Harbor Downtown Waterfront Alliance,  
a 501 (c) 3 Main Street™ Organization*

## **Gig Harbor Downtown Waterfront Alliance**

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# MISSION & HISTORY OF THE MARKET

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## **Mission:**

Under the guidance of the Gig Harbor Downtown 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.

## **History:**

The Waterfront Farmers Market is a project of the Gig Harbor Downtown Waterfront Alliance, a designated Main Street™ organization that promotes the economic vitality and historic preservation of Gig Harbor's downtown waterfront.

The Market was established June 2015 in response to the community's desire for access to farm fresh food and food products.

The inaugural year showed us that the community of Gig Harbor was very supportive of a downtown Farmers Market that placed its emphasis on locally farmed produce, fresh meats and seafood, vibrant floral bouquets, and unique food products.

## **Affiliation:**

The Waterfront Farmers Market (WFM) is a member of the Washington State Farmers Market Association (WSFMA). As a member market, we will abide by all regulations set forth in the WSFMA "Getting Back to Our Roots Guide". For more information, visit [www.wafarmersmarkets.com](http://www.wafarmersmarkets.com).



# VOLUNTEER CODE OF ETHICS

Every volunteer represents the Gig Harbor Downtown Waterfront Alliance (Alliance) and the Waterfront Farmers Market (WFM) and is asked to demonstrate behavior consistent with the values of the Alliance and the Market. We believe that every member of the WFM family is valuable and everyone's time, talents, and efforts are appreciated and never taken for granted.

- Volunteers need to be suitably dressed, and deal with the public and fellow volunteers in a courteous and appropriate manner.
- There will be no discrimination according to race, color, creed, sex, religion, sexual orientation, age or nationality.
- No political or religious campaigning while at the Market.
- Consumption of alcohol or controlled substances at the Market is strictly prohibited.
- Should a complaint or problem arise during market hours, it should be directed to the Market Manager in a timely manner that is not disruptive to the Market.
- Personal and professional contacts, telephone conversations, and written and electronic communications regarding the Alliance and the WFM all require thoughtfulness and confidentiality.
- The continued success of the WFM is dependent upon retaining the community's trust and by our assurance of compliance with all applicable laws and regulations and careful attention to community relationships.
- Volunteers are expected to conduct themselves with integrity, modeling honest and upstanding behavior.



# VOLUNTEER TASKS

The 2017 Market will be held every Thursday, 3pm - 7pm, June 1 - August 31. Listed below are many of the volunteer needs at the WFM each Market day. Tasks may be designated to volunteers that are not listed in this packet. 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.

## VOLUNTEER TASKS

- 11am – 3pm, Market Set-up
  - Market Set-up
    - Retrieve supplies from storage shed.
    - Set up info booth and other Market supported booths.
    - Place signage throughout Market area.
  - Vendor Set-up
    - All vendors will be arriving between 11:00am and 2:00pm and must have their area ready for business by 2:30pm.
    - Vendors will pull into the designated parking spaces near the market location where volunteers will assist the vendor in unloading the vendor's vehicle.
    - Unload canopies and goods to the vendor's designated stall location.
      - Avoid placing items on the sidewalk as it is still a pedestrian area.
  - The Vendor will park their vehicle at the designated off-site parking area and return by the Market shuttle.
    - Product set up and display for their booth should be done after they have relocated their vehicle in order to keep the flow of arriving vendors moving smoothly.
- 3pm - 7pm, Market Operations
  - Assist in staffing the Alliance/Market info booth.
  - Using a clicker to count Market visitors at three designated locations.
  - Covering a vendor's booth allowing the vendor to take short breaks.
  - Deliver water bottles to vendors.
- 7pm – 9pm – Market Take-down and Clean-up
  - Market Take-down.
    - Retrieve signage throughout Market area.
    - Take down info booth and other Market supported booths.
    - Return supplies to storage shed.
    - Empty garbage cans to designated dumpster.

*(continued)*



# VOLUNTEER TASKS *(continued)* & ATTENDANCE

- 7pm – 9pm – Market Take-down and Clean-up. *(continued)*
  - Vendor Take-down.
    - Assist vendors in taking down canopies and relocating their supplies to the grass near the designated loading/unloading parking places.
      - Avoid placing items on the sidewalk as it is still a pedestrian area.
      - No dumping of ice or ice chests.
    - Once the vendor has retrieved their vehicle, assist in loading their items into their vehicle.
    - Take down info booth and other Market supported booths.

## ATTENDANCE

As a volunteer for the Waterfront Farmers Market, you are helping to provide our community 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 Manager 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 everyone's safety.
  - Do not assume the Market is closed. Check with the Market Manager if the weather is questionable before deciding not to show for your shift.
- If a cancellation is necessary, please contact the Market Manager as soon as you are aware of not being able to attend your shift.
- When arriving for your shift, please sign the volunteer sign-in sheet located at the Market Info Booth.



# SAFETY PROTOCOL

## GENERAL SAFETY

- At no time, shall a wheeled vehicle or equipment be permitted on the grass 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.

## CANOPY SAFETY

- **ALL CANOPIES OR UMBRELLAS MUST HAVE WEIGHTS! NO EXCEPTIONS.**
- Volunteers should report vendors without weights to the Market Manager immediately.
- All vendors (including during set up and break down times), are required to have their canopies sufficiently and safely weighted from the time their canopy is put up to the time it is taken down.
- Weights must be at least the required weight of 24lbs. per weight.
- Each 10 x 10 canopy requires 4 weights. One weight per leg.

For a Volunteer Application, please go to [www.waterfrontfarmersmarket.org/become-a-volunteer](http://www.waterfrontfarmersmarket.org/become-a-volunteer) or call the Market Manager at 253-514-0071.