



**Title:** Logistics Coordinator

**Supervised by:** Market Coordinator

**Position Type:** Seasonal, part-time, non-exempt

**Pay:** \$17 / hour

**Supervises:** Volunteer Crews at markets

**Hours:** 25-30 hours, Saturdays, Sundays, Wednesdays

NOTE: Saturdays 7 AM to 4 PM / Sundays 6 AM to 3 PM / 2nd Wed 2PM to 9PM (note: times may vary)

**Summary:**

The primary role of the Logistics Assistant is to work with the Market Coordinator to execute market set-up and tear-down operations on site at Saturday, Sunday, & Wednesday markets, with the assistance of the On-Site Market Staff and the volunteer crew. Assist Market Coordinator and serve as back-up for that position.

**Core Functions:**

1. Coordinate market set-up for Saturday, Sunday, & Wednesday markets
  - a. Place traffic control equipment according to City plans
  - b. Arrange tents, chairs, PA systems, stages, and special event equipment
  - c. Set up and service vendors with power
  - d. Place and service refuse and recycling bins
  - e. Work with Market Coordinator on set-up and tear-down for special events
2. Coordinate tear-down, Saturday, Sunday, & Wednesday markets
  - a. Break down chairs, tables, and tents
  - b. Collect refuse and recycling
  - c. Clean streets/market area (pick up any trash in the area, clean up large spills)
  - d. Remove traffic control equipment
  - e. Return all equipment to the box truck and storage facility
3. Assist the Market Coordinator in managing market operations during market hours
  - a. Supervise work of volunteer crew and work with Hillsboro Justice Department
  - b. Walk the market and assist Market Coordinator to monitor and correct non-compliance issues and safety hazards
  - c. Pick up trash and debris during market hours
  - d. Work in Information Booth as needed
  - e. Assist Market Coordinator with crowd counts and maintaining the records
  - f. Make minor repairs on equipment at market
  - g. Serve as back up for Market Coordinator absences

**Other Responsibilities:**

1. Gain a thorough understanding of HFM's Vendor Handbook, Signage Plan, Traffic Plan, Emergency Management Plan, and Employee Manual.
2. Drive Hillsboro Farmers' Markets, Inc. box truck to and from Sat, Sun & Wed market locations.
3. Implement safety practices and techniques; e.g. fire, traffic control in market areas.
4. Assist Market Coordinator to ensure equipment and market truck are in good working order and stored properly at the end of each market and market season.

**Job Requirements and Qualifications:**

Commitment to work every weekend the entire Market season, plus one week before and after it ends.

## Skills/knowledge/qualities

- Strong customer service skills--friendly, outgoing, and helpful behavior
- Punctual and dependable
- Team-oriented while being self-motivated and able to work independently
- Valid Oregon drivers' license
- Able to read and understand maps
- Skilled in using computer tablets and computers, Word and Excel software
- Able to count tokens and money accurately
- Able to write legibly
- Complete multiple tasks within time constraints

## Physical requirements

- Regular heavy lifting, some over 50 lbs
- Comfortable driving a large truck
- Stand and walk for long periods
- Agility and strength to set up canopy, tables and displays without additional help

## Education/experience

- High school graduate or equivalent
- Crew management experience preferred
- Cargo transportation experience or event logistics preferred