



Thank you for your interest in volunteering in service to the El Paso region through the Downtown Artist and Farmers Market. Below is an outline of our volunteer opportunities and their respective duties. Responsibilities vary and increase per special programming; visit website for calendar of events. [www.elpasoartsandculture.org](http://www.elpasoartsandculture.org) We appreciate your support and participation and look forward to working with you!

#### **At the Artist and Farmers Market:**

Hours are Saturdays from **7am-2pm** with a **4 hour minimum** either opening or closing. Full shift availability a plus! Keep in mind that some **heavy lifting** and **physical labor**, as well as **exposure to all types of weather** is involved. All volunteers are expected to be punctual and have access to reliable transportation.

-Assist with set-up of market

- Pop-up Tents
- Tables
- Kid's Activity Booth
- Place signage around Union Plaza

-Assist with vendor Sign-In

-Assist with Social Media outreach

-Conduct vendor interviews and evaluations.

-Assist with recording of produce and agricultural product sales.

-Conduct customer and visitor interviews and evaluations.

-Assist Teaching Artist at Kid's Activity Tables

-Assist with tear-down of market.

#### **In the Public Sphere:**

Schedule varies. Four hour minimum commitment required.

-Attend various community events, health or resource fairs to promote the Market and provide outreach



- Assist Market Coordinator with distribution of Market rack cards, posters, and other marketing materials at various venues and sites throughout the region.
- Provide hands on Market themed activities and/or arts and crafts at different community events.
- Assist with promotion of SNAP/EBT Food Stamp benefit redemption on-site at the Market and at various community events, health or resource fairs.
- Special projects as they arise.

**In the Office:**

Schedule varies; hours available 8am-5pm Tuesdays – Thursdays and per special project. Four hour minimum commitment required.

- Compile interviews, photos for newsletters
- Assist with graphic design of fliers for market events, informational fliers for EBT, Signage
- Assist with basic data input – tracking vendor attendance
- Assist with vendor/community outreach and recruitment.
- Assist with recording of data collected at the Market, analysis of evaluations.
- Special projects as they arise.