



Volunteering at the Vancouver Farmers Market



Thank you for your interest in volunteering with the Vancouver Farmers Market. We are dedicated to cultivating an intentional program to provide meaningful experiences for our volunteers while also serving the market, its vendors, and the Clark County community. The VFM is more than just a marketplace, it is a meeting place for friends and neighbors, a hub for community resources, and an opportunity for customers to meet the people growing and preparing their food. Becoming a volunteer at the Vancouver Farmers market means supporting your community and neighbors, promoting the development of Vancouver, and becoming an advocate for our local economy and food system.



Table of Contents

I.	Volunteer Position Descriptions.....	2-4
II.	Volunteer FAQ.....	5-7
III.	Volunteer Application.....	8-10
IV.	Volunteer Agreement.....	11-12
V.	Volunteer Background Check Form.....	13





I. Volunteer Position Descriptions

Merchandise Volunteer

Description

Each Saturday and Sunday the Vancouver Farmers Market sets up a Shop and Drop Booth. The purpose of this booth is to have a place where customers can borrow wagons to hold their groceries or leave heavy groceries to be picked up later. Donations are taken at the booth and market logo t-shirts and canvas tote bags are sold as a fundraiser for the market. The Merchandise Volunteer provides excellent customer service and salesmanship at the market while managing our Shop and Drop Booth.

Responsibilities

- Greet all visitors to the market in a polite, friendly, inviting, and professional manner
- Assist with operations at the Shop and Drop Booth such as answering customer questions about the market, explaining the purpose of the Shop and Drop Booth, helping load groceries into cars if needed
- Handle all merchandise transactions and inventory tracking for market t-shirts and canvas tote bags
- Conduct hourly customer counts at the market and perform other data collection as needed
- Take photographs at the market

Experience/Skills/Requirements

- Prior experience with customer service preferred
- Ability to communicate in a friendly, clear and professional manner
- This position takes place sitting in a chair, standing to help customers in our Shop and Drop booth, and walking around the market interacting with customers and vendors
- The market takes place outside, and volunteers must be willing to work in variable weather conditions



Gleaning Volunteer

Description

Each Sunday, the Clark County Food Bank comes to the market to glean excess produce and other food products from vendors and customers at the market. The Gleaning Volunteer assists the Clark County Food Bank in soliciting and collecting food donations for hungry families in Clark County.

Responsibilities

- Work in coordination with Clark County Food Bank volunteers
- Assist in setting up a table and signage display for taking food donations
- Politely solicit donations of produce and other non-prepared food items from both vendors and interested customers at the market
- Collect, weigh, and load food items

Experience/Skills/Requirements

- Must be able to communicate with vendors and customers in a polite, friendly, clear and professional manner
- Must be able to accurately explain the mission of the food bank and the gleaning program including where the food will go and who it will feed
- Must be able to work well as a member of a team
- May be required to carry and/or push up to 40lbs.
- This position takes place walking around the market and interacting with vendors, customers, and other volunteers
- The market takes place outside and volunteers must be willing to work in variable weather conditions



Community Outreach Volunteer

Description

The Vancouver Farmers Market is interested in expanding community outreach and educational programming at the market. We plan to pilot community health programs that may include Veggie Rx programs, cooking demonstrations, gardening classes, children's programs, and SNAP outreach. The Community Outreach Volunteer provides excellent community education by assisting with outreach programming at the market.

Responsibilities

- Work in coordination with staff, partner organizations, and other volunteers to conduct a variety of outreach programs
- Actively recruit program participants at the market
- Treat all participants in a polite, friendly, inviting, and professional manner
- Assist in the setup and breakdown of outreach table and materials

Experience/Skills/Requirements

- Prior experience with community engagement, outreach, or teaching/instruction preferred
- Experience working with children preferred
- Must be organized and be able to communicate with program participants in a polite, friendly, clear and professional manner
- Must be able to work well as a member of a team
- This position takes place walking around the market and interacting with vendors, customers, and other volunteers
- The market takes place outside and volunteers must be willing to work in variable weather conditions

Volunteer Groups

Although we prefer to have volunteers who can be with us on a regular basis, we will gladly accommodate larger groups who are interested in one-time, quarterly, or annual volunteer opportunities. We will work with you to find a project that fits your group's needs.

Special Skills Volunteer

If you feel that you have a special skill that would benefit the market in some way, but you are unable to volunteer on a regular weekly basis, please let us know! Examples of skills may include art, graphic design, photography, gardening, event planning, writing, media, research, data collection, etc.



II. Volunteer FAQ

How do I apply to become a Vancouver Farmers Market volunteer?

You can apply to become a volunteer at the Vancouver Farmers Market by filling out an online application at <https://forms.gle/qaoJMNKdiDgQvrjV6>. Once we have received your application, VFM staff will review your qualifications and reply to you personally within one week. Please note that simply filling out a volunteer application does NOT automatically register you as a Vancouver Farmers Market volunteer. There will be a reviewing process of your application and you will have to fill out additional paperwork and attend a training session before you begin volunteering.

What will I do as a volunteer?

There are a variety of volunteer positions available at the Vancouver Farmers Market. Below are brief descriptions of each. More detailed descriptions including responsibilities and preferred qualifications can be found in the volunteer packet.

- The **Merchandise Volunteer** provides excellent customer service and salesmanship at the market while managing our Shop and Drop Booth
- The **Gleaning Volunteer** assists the Clark County Food Bank in soliciting and collecting food donations for hungry families in Clark County
- The **Community Outreach Volunteer** provides excellent community education by assisting with outreach programming at the market
- The **Special Skills Volunteer** is unable to volunteer on a regular weekly basis, but shares their expertise with the market in the areas of art, graphic design, photography, gardening, event planning, writing, media, research, data collection, etc
- **Volunteer Groups** engage in one-time, annual, or quarterly volunteer opportunities with the market on larger, special projects

What is required of me as a volunteer?

Above all else we require our volunteers to be positive, polite, and professional. VFM volunteers represent the market and should always conduct themselves in a respectful and professional manner. Aside from this, there are a few logistical things that we require from all volunteers:

- 1) Fill out all the appropriate paperwork and attend a training session with a VFM staff member before you begin volunteering
- 2) When volunteering, wear a designated apron to identify yourself as a volunteer at the market
- 3) Attend market shifts that you have signed up to volunteer
- 4) Give VFM staff at least 24 hours notice (by phone or email--do not simply delete your name from a shift on the google doc) if you plan to miss a volunteer shift
- 5) Log all of your volunteer hours with our online system



How often can I volunteer?

We prefer to have volunteers who can be with us on a regular basis. This creates consistency and familiarity between the volunteers, staff, consumers, and vendors. We suggest that if you are interested in volunteering you consider attending the Saturday or Sunday market on a regular basis.

Where will I volunteer?

Most volunteer assignments are performed at the Downtown Vancouver Farmers Market on Saturdays and Sundays. The market is located on Esther and 6th Streets.

Can I complete court mandated community service hours with the Vancouver Farmers Market?

You may be able to complete court mandated community service hours with the Vancouver Farmers Market. However, VFM DOES NOT ACCEPT court mandated volunteers whose charges relate to an act of violence or sexual misconduct. Please contact us for more information.

How can I schedule volunteer hours?

You can schedule volunteer hours by calling or emailing shift requests to our Volunteer Coordinator at volunteer@vancouverfarmersmarket.com or (360) 737-8298. You may also schedule yourself using our online google doc scheduling tool.

To schedule yourself for volunteer shifts, follow these steps:

- 1) Go to [https://docs.google.com/spreadsheets/d/1kXgBN41mjroqAT9qxiMYu-bS7I87BWJP1AJu\[rj3qLE/edit?usp=sharing](https://docs.google.com/spreadsheets/d/1kXgBN41mjroqAT9qxiMYu-bS7I87BWJP1AJu[rj3qLE/edit?usp=sharing).
- 2) Use the tabs at the bottom of the sheet to choose what day you would like to volunteer (Saturday or Sunday)
- 3) Decide what time slots (shifts) you would like to volunteer and on what dates
- 4) Type your first and last name into the corresponding boxes (3 volunteers are permitted per time slot)
- 5) Your changes will save automatically and you will officially be scheduled to volunteer for the shifts you have chosen

How do I log my volunteer hours?

Logging your volunteer hours is extremely important! We use these numbers for many reporting purposes and we also like to appreciate our volunteers when they reach a certain number of hours with us.

To log your hours you will need to create an account with our online volunteer tracking system: "Track it Forward". Follow these steps to log your hours:

- 1) Go to <http://www.trackitforward.com/site/vancouver-farmers-market>
- 2) If this is your first time logging hours, press "Sign Up"



- 3) Enter your email and your name and create a password for your account
- 4) You will be directed to the “Log Hours” page
- 5) Enter how many hours you volunteered, the date, and which volunteer “activity” or position you did on that day and click “submit hours”
- 6) That's it! You have successfully logged your hours

You can log your hours on your home computer or on your smartphone by downloading the free mobile app “Track it Forward”. You can find this app by searching “Track it Forward” in the app store and downloading it. You can use this app the same way you would use the website to log your hours, however, you must first create an account online before you can use the app. We will also have this app installed on the market smartphone so you can log your hours at the market after you finish your shift. If you need any additional instruction on logging hours, please do not hesitate to ask us for help.

What volunteer opportunities do you have for groups?

Although we prefer to have volunteers who can be with us on a regular basis, we will gladly accommodate larger groups who are interested in one-time, annual, or quarterly volunteer opportunities. We will work with you to find a project that fits your group’s needs. Contact our Volunteer Coordinator at volunteer@vancouverfarmersmarket.com or (360) 737-8298 for more information.

If I am 16 or younger, can I volunteer?

If you are 16 or younger and wish to volunteer with the Vancouver Farmers Market, you are required to be accompanied by an adult.

Do you perform background checks on volunteers?

Before an applicant is approved as a volunteer, we require you to fill out a Background Check Form. Since volunteers sometimes work with vulnerable populations at the market, such as children and senior citizens, a background check is required.

*This is not a requirement of anyone under 18 years old.

Why should I volunteer?

Volunteering at the Vancouver Farmers Market is truly a rewarding experience. We are committed to cultivating an intentional program to provide meaningful experiences for our volunteers while also serving the market, its vendors, and the Clark County community. By becoming a volunteer you will have the opportunity to engage and network with local farmers, producers, artisans, and community members and build relationships that will last a lifetime. Your individual skills and creativity will bring the vitality that is necessary for the continued growth of our organization.



III. Volunteer Application

Thank you for your interest in volunteering with the Vancouver Farmers Market. We are dedicated to cultivating an intentional program to provide meaningful experiences for our volunteers while also serving the market, its vendors, and the Clark County community. The VFM is more than just a marketplace, it is a meeting place for friends and neighbors, a hub for community resources, and an opportunity for customers to meet the people growing and preparing their food. Becoming a volunteer at the Vancouver Farmers market means supporting your community and neighbors, promoting the development of Vancouver, and becoming an advocate for our local economy and food system.

If you are interested in becoming a Vancouver Farmers Market Volunteer please complete the following application. Or fill out the online application at <https://forms.gle/YdBgBFeKGfarsZXL9>. If you have any questions or concerns please contact the Volunteer Coordinator at volunteer@vancouverfarmersmarket.com or (360) 737-8298.

Personal Information

First Name _____ Last Name _____

Street Address _____ State _____ Zip _____

Phone _____ Email _____

Emergency Contact Name _____ Relation _____

Phone _____ Email _____

Do you have any special requirements or medical conditions that we should be aware of?

Yes No If yes, please explain _____

Have you ever been convicted of a crime? Yes No If yes, please explain any court ordered restrictions _____

What motivates you to volunteer? _____

What skills, strengths or expertise can you bring to the market? _____



Volunteer Assignment Preference

Please check the box (or boxes) of volunteer assignments you are interested in. For full volunteer descriptions please see the volunteer packet.

- Merchandise Volunteer
- Gleaning Volunteer
- Community Outreach Volunteer
- Volunteer Group
- Special Skills Volunteer

→Please List Special Skills _____

Availability

Most volunteer assignments are performed at the Downtown Vancouver Farmers Market on Saturdays and Sundays during market hours (Saturday 9:00am-3:00pm, Sunday 10:00am-3:00pm) throughout the market season (March 18th-October 29th, 2017). Please indicate your availability below.

- Saturday Mornings (9:15am-12:15pm)
 - Saturday Afternoons (12:15pm-3:15pm)
 - Sunday Mornings (10:15am-12:45pm)
 - Sunday Afternoons (12:45pm-3:15pm)
 - Other, please specify _____
-

When are you able to start volunteering? _____

Email Preferences

We like to keep volunteers informed of important organizational news, volunteering schedules and opportunities by email, however will not send you any email you prefer not to receive. Check the boxes below to select the kinds of email you WOULD LIKE to receive from us.

- Volunteer Schedule Reminders
- Important Program Updates
- Newsletters
- Special Volunteer Opportunities/Requests



Media Release

By filling out this application I give my permission to Vancouver Farmers Market to freely utilize my image and quotes in official Vancouver Farmers Market business including organization websites, newsletters, newspaper print advertising, and/or video productions. I understand this information becomes the property of Vancouver Farmers Market. I understand if I do not wish to be photographed, it is my responsibility to inform any reporter or photographer.

Terms of Application

By filling out this application I understand and agree that submitting this application form does not automatically register me as a Vancouver Farmers Market volunteer, and that there may be certain qualifications I must meet, including the completion of additional paperwork and the acceptance of established volunteer policies and procedures before I begin volunteering.

I certify that the above application information is true, correct and complete.

Applicant's Signature _____ Date _____



IV. Volunteer Agreement

The purpose of this Agreement is to outline the responsibilities of the Vancouver Farmers Market in providing volunteer opportunities, and to create an understanding between the Vancouver Farmers Market and the volunteer. This Agreement shall apply to persons voluntarily performing non-compensated services for the Vancouver Farmers Market.

AGREEMENT FOR UNCOMPENSATED SERVICES:

I hereby volunteer my services to the Vancouver Farmers Market. I agree to abide by all relevant Vancouver Farmers Market policies and procedures and to perform the volunteer services in a safe, responsible manner in accordance with the descriptions of service.

It is further understood that this Agreement shall not in any way constitute nor create an employer/employee, independent contractor or any other relationship between the Vancouver Farmers Market and me as a volunteer. The Vancouver Farmers Market shall not be responsible or liable for, nor shall the applicant be eligible to receive, any compensation or benefits as a result of this Agreement.

I FURTHER UNDERSTAND THAT:

1. I am not to appear for volunteer service under the influence of alcohol or any illegal drugs. I agree to inform the supervisor at the beginning of the shift if taking any over the counter or prescription medications that may impair the ability to perform volunteer duties.
2. I will abide by all market expectations regarding personal conduct while performing volunteer services.
3. I agree not to go beyond the scope of volunteer work agreed to without specific authorization in advance.
4. I will have training on any activity that I am unfamiliar with, learn the corresponding policies, and it is my responsibility to understand them completely or ask questions until I feel confident to perform them.
5. I hereby represent that I am capable of performing the volunteer duties with or without reasonable accommodation (if you are not capable of performing the volunteer duties without reasonable accommodation, please contact the Volunteer Coordinator and do not complete this application at this time).
6. Depending on the scope of volunteer work, the following policies may apply: Safety Procedures, Computer Operation, Anti-Harassment, Confidentiality, Non-Discrimination, and Drug-free workplace.
7. I understand that I am to report any injury or illness that occurs during my volunteer service, no matter how minor, to my supervisor, as well as any accidents involving third persons that occur



while I am performing my volunteer duties. I authorize emergency medical care if it should become necessary, and agree to assume all medical expenses related with care.

8. I grant full permission to use any photographs, videotapes, video clips, or recordings for publicity purposes by the Vancouver Farmers Market.

BACKGROUND CHECKS:

I understand that the Vancouver Farmers Market may require a background check before placing me as a volunteer.

TERMINATION:

I understand that the Vancouver Farmers Market or I may terminate this agreement at any time without cause, and that I am volunteering my services at will and may be asked to discontinue such without prior notice.

I, _____ (sign name), **AGREE TO THE FOREGOING AGREEMENT AND TO THE TERMS OF THE NONCOMPENSATED SERVICES, BACKGROUND CHECKS, AND TERMINATION SECTIONS.**



V. Volunteer Background Check Form

Last Name: _____ First Name: _____ Middle Initial: _____
 List other names previously used: _____
 Address: _____ City: _____ State: _____ Zip: _____ Date of
 Birth: _____ Male Female Social Security Number: _____

PLEASE ANSWER THE FOLLOWING:

Have you ever been convicted of a sex-related crime? Yes No
 If yes, was the conviction in Washington or in another state? (Please specify if in another state) _____
 If yes, did the crime involve force or minors? Yes No

Have you ever been convicted of a crime involving violence or the threat of violence? Yes No If
 yes, was the conviction in Washington or in another state? (Please specify if in another state) _____

Have you ever been convicted of a crime involving criminal activity in drugs or alcoholic beverages?
 Yes No If yes, was the conviction in Washington or in another state? (Please specify if in
 another state) _____

Have you ever been convicted of a crime involving criminal activity in theft or fraud? Yes No
 If yes, was the conviction in Washington or in another state? (Please specify if in another state) _____

Have you ever been convicted of any other crime except a minor traffic violation? Yes No

Have you been arrested for a crime for which there has not yet been an acquittal or dismissal?
 Yes No

ADVISORY: A check of the applicant's criminal history will be made to verify the responses to the preceding questions. I hereby grant to Vancouver Farmers Market permission to check civil or criminal records to verify any statement made on this form. I certify that the responses to each of the questions are true. I understand that a false or incomplete response is grounds for releasing me from employment and/or voluntary service immediately upon discovery of a discrepancy.

Regardless of whether the applicant grants consent, Vancouver Farmers Market will conduct a criminal offender record check of prospective employees and volunteers working with or around children. The applicant is entitled to review his/her criminal history for inaccurate or incomplete information. Discrimination by an employer on the basis of arrest records alone may violate civil rights law under specific circumstances. The applicant may obtain further information concerning the applicant's rights by contacting the Washington State Human Rights Commission, 312 SE Stone Mill Drive, Bldg. 120, Vancouver, WA 98684, telephone: (360) 753-6770

I acknowledge receipt of this notice:

Applicant's Signature: _____ **Date:** _____

NOTE: Failure to sign shall be sufficient cause for disqualification.

