



**Virginia Community Food Connections (VCFC), a regional food access nonprofit, is seeking a Market Token Operator to operate the Virginia Fresh Match Program at Bowling Green Farmers Market in Caroline County.**

The Virginia Fresh Match Program (VFM) is a token program that enables families to use their SNAP EBT (food stamp) benefits at participating farmers markets and receive up to \$40 in "incentives" for additional, free, fresh fruits and vegetables, effectively doubling the value of SNAP. VFM helps customers by providing access to affordable fruits and vegetables, it helps farmers by increasing their sales, and it helps the community be a healthier, more welcoming place.

**The Market Token Operator I** position is a seasonal part-time position – 6-7 hours per week. It includes approximately 5 hours operating the SNAP Match program at Bowling Green Farmers Market on Saturdays, and approximately 1 hour of after-market reconciliation that can be completed from home within 48 hours of the time the market closes. Specifically, tasks include:

- **At-Market Operations**
  - Being present during market hours every day the VFM Program operates, plus 30 minutes before the market opens to set up and additional time after market close for breakdown
  - Completing SNAP EBT and incentive transactions and distributing tokens to customers
  - Providing great customer service - answering vendor and customer questions and explaining how to use SNAP and incentive tokens for market shopping
  - Collecting tokens from vendors at the end of the market (vendor "redemptions")
  - Acting as primary liaison between vendors and VCFC staff
  - Transporting, setting up and breaking down market tent/equipment on market day
  - Assisting with at-market implementation of any additional VCFC food access programs
- **After Market Reconciliation (Market Token Operator I only)**
  - Accurately counting market token bank and reconciling with transaction activity
  - Accurately counting and recording vendor redemptions
  - Completing reconciliation reports in Excel and in online tracking program
  - Uploading reports no later than 48 hours following the end of the market
  - Completing post season reconciliation and reporting, as necessary
  - Requires access to a computer with Excel loaded on it and ability to input data into Excel spreadsheet

**Additional requirements:**

- Must have internet access, and be able to print, scan and email occasional documents
- Must be able to safely lift and carry 25-50 pounds
- Willing to work outdoors in all types of weather

A successful candidate will have excellent customer service skills, strong language skills, understand basic bookkeeping concepts and show cultural competency. It is an added benefit if the candidate is fluent in Spanish. We also welcome current or former SNAP recipients who could serve as a "farmers market ambassador" in their community. Other key attributes include a passion for healthy food and for the betterment of the community.

The position requires 1-3 trainings outside of market hours, by Zoom or in person in the Fredericksburg area. Applicants will be required to provide a resume, recent references and be subject to a background check.

These are part-time seasonal positions with no benefits. The pay rate is \$12/hour.

**Bowling Green Farmers Market** is located at 211 N. Main Street, Bowling Green. The VFM program operates Saturdays, 9:00am – 1:00pm, May 1 – October 16.

**For more information or to apply, please contact Beth Austin at [bethaustin@virginiacfc.org](mailto:bethaustin@virginiacfc.org).**