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Town of Aurora

## Employment Opportunity

Corporate Services

Division of Human Resources

### Farmers Market Program Assistant

**Employment Type:** Contract, Part Time (up to 16 hours per week)

**Location:** Aurora, Ontario

**Salary Range:** \$23.81 - \$25.76 hourly

**Vacancy Reason:** Seasonal Vacancy (April to October)

**Closing Deadline:** March 25, 2026

The Town of Aurora is located in the heart of York Region and just 30 kilometers north of Toronto. Our vision is to become a progressive community with a small-Town charm and our mission is to deliver exceptional services that make people proud to call Aurora home. Our workforce is talented, diverse, and committed to fostering a culture that exemplifies teamwork, embraces innovation, and values diversity, equity, and inclusion to achieve mission excellence. It is important that our workforce reflects the citizens we serve. Come join us at the Town of Aurora, "You're in Good Company".

#### Position Summary

Reporting to the Supervisor, Special Events the Farmers Market Program Assistant will support the planning and delivery of weekly Farmers Market operations. This role provides hands-on assistance on market days while contributing to the coordination of vendors, volunteers, and community partners. In addition to supporting routine market operations, the Program Assistant helps plan and execute special projects and seasonal events. This position offers an opportunity to develop skills in event coordination, vendor relations, and community engagement. The Program Assistant plays an important role in ensuring a welcoming, organized, and positive experience for vendors, customers, volunteers, and community partners.

#### Responsibilities

- Assist with vendor coordination, scheduling, and placement to ensure a diverse mix of high-quality, locally produced goods at the market.
- Maintain professional and timely communication with vendors and respond to inquiries as required.
- Provide on-site support for weekly market-day operations, including vendor layout, site preparation, and ensuring alignment with the market map.
- Assist with vendor load-in and load-out, stall setup, and the efficient setup and teardown of market infrastructure, including tents, signage, seating areas, and community booths.
- Support and supervise volunteers during market operations as directed.
- Capture photos and videos on market days to support marketing and promotional efforts.
- Help identify and mitigate potential operational risks, including monitoring hazards during setup, market hours, and teardown.
- Maintain awareness of applicable provincial and federal legislation affecting market vendors and support compliance with market policies and procedures.
- Assist in the planning and execution of special events and seasonal programming, including supporting community partners, sponsors, and program providers.
- Follow established procedures for incidents such as accidents, medical emergencies, safety concerns, severe weather, or security issues, and assist with reporting when required.
- Provide excellent customer service by responding to public inquiries and addressing issues or complaints in a professional manner.
- Represent the Farmers Market in a positive and professional manner and attend meetings as required.

- Perform additional duties as assigned to support the effective operation and improvement of the Farmers Market.

### Qualifications

- High School Diploma with at least two (2) years of related experience in farmers markets, special event programming, volunteer coordination, community development, or similar fields.
- Experience with supporting medium to large scale special events and knowledge of special event industry practices and applicable legislation.
- Ability to work both independently and collaboratively in a fast-paced environment.
- Strong organizational, interpersonal, and public relations skills.
- Ability to manage changing priorities and respond effectively under pressure.
- Strong written and verbal communication skills, including the ability to interact with businesses, community organizations, the public, and external partners.
- Proficiency with Microsoft Office (Word, Excel, PowerPoint, Outlook).
- Current Standard First Aid, CPR-C & AED certification, Food Handling certification, and Farmers Market Ontario certification (or ability to obtain).
- Ability to stand and walk for extended periods, lift up to 50 lbs, and work outdoors in varying weather conditions.
- Availability to work on-site at Aurora Town Park on Saturdays from 5:30 a.m. to 2:00 p.m. from April to October.
- Valid Ontario Class G Driver's License in good standing and access to a reliable vehicle for work-related duties.

Successful applicants to this position will be required to provide a **Police Criminal Record Check** that is satisfactory to the Town prior to their start date at the applicants' own cost.

If you are interested in joining our dedicated team of municipal professionals, please visit our [Jobs - Town of Aurora](#) page and apply to the position directly.

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The Town of Aurora is an equal opportunity employer that is committed to an inclusive, barrier-free recruitment and selection processes and work environments. We are committed to recognizing and celebrating the diversity of opinion, talent and expertise that make each person unique. We thank all applicants and advise that only those selected for an interview will be contacted.

Applicant information is collected in accordance with the Municipal Freedom of Information and Protection of Privacy Act and will be used to determine qualifications for employment with the Town of Aurora. Questions about this collection of personal information should be directed to the Human Resources Division at 905-727-3123.

### Artificial Intelligence Transparency Notice

At the Town of Aurora, we are committed to transparency and fairness in our recruitment process. While we utilize a recruitment system (ADP Workforce Now) with Artificial Intelligence (AI) powered capabilities, we do not currently use AI technology to screen, assess or select applicants relating to the recruitment process. While our system is equipped with AI tools, we prioritize a human-centered approach to recruitment. All candidate evaluations are conducted through direct human interaction, ensuring that hiring decisions are based on a thorough review of qualifications, skills, experience, and corporate cultural fit. We remain committed to transparency, fairness, and compliance with all relevant legislation, including Bill 149, in order to protect the rights and privacy of all applicants.