



ALLEN

NEIGHBORHOOD CENTER

Farmers Market Bank Intern

September 2021 – May 2022

The Allen Farmers Market is a project of Allen Neighborhood Center (ANC), a 501(c)(3) organization in Lansing, Michigan. Since 2004, the market has served as a community hub where neighbors can find locally grown and produced foods, ready-to-eat dinner options, and a convivial atmosphere in which to socialize and build community. The market is held every Wednesday year-round: outdoors in the ANC parking lot (due to construction, this year at 2100 E Michigan Avenue) from late May – October, 2:30-7:00 pm; and inside the Allen Market Place facility from November – early May, 3:00-6:30 pm.

ANC is offering an unpaid internship to those interested in farmers market management, communications, and community development.

Internship Activities

- Operate the Market Bank between 12:00 – 7:00 pm each Wednesday:
 - Process credit/debit and SNAP/EBT transactions efficiently and correctly.
 - Explain incentive currencies used at the market such as Double Up Food Bucks.
 - Maintain correct transaction records and token counts.
 - Demonstrate friendly and neighborly customer service.
- On-site assistance to the Market Manager during market days, including set up and tear down.

Qualifications

- Commitment to serve 6-7 hours per week on Wednesdays at the market.
- Desire and ability to engage with a diverse group of people, particularly those living in low-income neighborhoods.
- Enthusiasm for local food and the Lansing community.
- Ability to function independently and in a team environment.
- Ability to lift at least 40 pounds.
- Preferred: past experience with cashiering and/or bookkeeping.

We are able to partner with academic institutions to provide this internship for college credit. There is flexibility with dates of this internship, depending on the intern's requirements and interests. Our preference is for this intern to serve for the entire indoor season (October – May, plus training during September) if possible. In all activities, the intern will receive guide-by-the-side instruction, mentorship, and supervision from the Market Manager.

How to Apply

Submit a cover letter and resume to Volunteer Coordinator at volunteer@allenneighborhoodcenter.org and fill out the internship application and background check consent form at <http://allenneighborhoodcenter.org/internships-2/>