# EBT/SNAP Intern

**Supervisor:** Market Director, Market Manager, Program & Grant Manager

**Job title:** EBT/SNAP Intern (unpaid)

**Category:**
- Administrative Support
- Coordinator
- Director
- Executive team
- Manager
- Sales
- Other - seasonal

**Type of position:**
- Full-time
- Part-time
- Intern

**Hours:** 10-15/week
- Exempt
- Nonexempt

**Hire date:** May/June 2018

**Job description:**
The Electronic Balance Transfer (EBT)/SNAP Intern will be responsible for managing the Supplemental Nutrition Assistance Program (SNAP) booth. The EBT/SNAP Intern will be responsible for volunteer recruitment, dispensing SNAP tokens, and recording redeemed tokens. The EBT/SNAP Intern is expected to work every Saturday from June 9 - October 20 from 7 am - 3:30 pm. Up to five additional hours a week will be required for EBT office work.

**Responsibilities:**
- **Staff the SNAP booth** each week during the farmers market season.
- **Recruit volunteers** for the SNAP booth during the farmers market season.
- **Collect and file** vendor agreement forms.
- **Track the distribution of SNAP tokens** at the farmers market and other reconciliation duties as directed.
- **Work with eligible farmers market vendors** to ensure compliance with displaying signage.
- **Coordinate** with DWS, FNS and other appropriate agencies to advertise the program to recipients.
- **Distribute outreach fliers** to community partner agencies.
- **Field Vendor Complaints:** Be able to address vendor concerns regarding other vendors or participants at the Market. Understand the process for communicating complaints to Management.
Skills:
- Should be dependable and flexible in case there are changes in staff or operations.
- Should be passionate about local food and food access.
- Must be able to provide friendly and competent customer service.
- Must be able to set up and take down a portable outdoor canopy.
- Must be able to lift 50 lbs, withstand fluctuating temperatures outdoors, and work Saturdays throughout the market season.