

**Standard Operating Procedure (SOP)**

**Block Coordinator Selection Process**

Effective Date: 11/12/19

**Scope and Applicability**

This procedure provides a guideline on the application requirements and selection process of Block Coordinators for the Farmers and Crafts Market of Las Cruces. Block Coordinators are ultimately selected by the Market Manager. The purpose of this standard operating procedure (SOP) is to provide detailed description of how new Block Coordinators may apply and become selected.

**Application Process**

When a Block Coordinator position becomes available, by either the previous Block Coordinator stepping down or being renounced of their position, a public announcement (i.e. through the weekly newsletter) will be made to notify all vendors of the availability. There will be at least a two-week window for vendors to apply.

Vendors who wish to apply must send a written statement (through email, letter…etc.) expressing their desire to apply to become Block Coordinator.

**Applicant Eligibility/ Requirements**

All eligible vendors may apply, regardless of their current block position. If a Block Coordinator is chosen from another block, they will have to relocate to the block in which Block Coordinator vacancy exists.

**Requirements:**

* Been a vendor at the FCMLC for at least 6 months (but do not need to be Permanent Vendors)
* Be in good standing (in compliance with Farmers and Crafts market of las Cruces Policies and Procedures)
* Have at least a high school diploma
* Have an email account

**Preferred Qualifications:**

* The ability to calmly diffuse high stress situations between vendors and customers alike
* A thorough understanding of all Farmers and Crafts Market of Las Cruces Policies and Procedures.

**Selection Process**

The Market Manager will create a list of applicants and will ensure all applicants are eligible and have the requirements for the position. The Market Manager will carefully consider all eligible and requirement fulfilling applicants. The Market Manager will also appoint an interim Block Coordinator as needed.