

## **Job Description Sharefest Site Manager**

**Reports To:** Sharefest Site Director and Service Projects Chairman

**Job Overview:** Manages the Site on Sharefest day to ensure all work is completed. Ensures that their sites have all materials ready and at their site for Sharefest day. If time is available helps in the development of work plans for their site with coordination with the Sharefest Director and the school(site) they are responsible for on Sharefest day. (If you are available between Jan-March and can help with your work plan contact Cindy Owen at [cowen@fbctopeka.com](mailto:cowen@fbctopeka.com))

### **Responsibilities and Duties:**

Ensure you have enough foremen for your site. Work with Recruitment.

Set up onsite meeting to review work plans during week prior to Sharefest

Attend Managers meeting during week prior to Sharefest

Pick up materials and supplies on Friday before Sharefest

Work with your foremen to complete the Sharefest work plan

If you are doing the plans then visit site, takes photos, notes and measurements for all areas that will be worked on Sharefest day.

### **Qualifications:**

- Ability to lead people to get tasks done
- Familiar with Sharefest organization