

2020 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.

Responsibilities and Duties:

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

Set up onsite meeting to review work plans with foremen 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

Qualifications:

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