

# **Job Description: Sharefest Foreman**

**Reports To:** Sharefest Site Manager

## **Job Overview:**

Oversees and directs volunteers at a specific site to ensure the tasks are done at that site on Sharefest Day.

## **Responsibilities and Duties:**

- Meet with the Site Manager to get the work plan for the area you will be directing on Sharefest day.
- Attends Foreman meeting prior to Sharefest
- Make sure you have all materials and plants needed for your area at your site.
- Make sure you understand what tasks need to be done and how to accomplish them.
- Direct people to their tasks. Be sure the people are doing the work that you are leading.

## **Qualifications:**

- Familiar with Sharefest organization
- Comfortable with leading others to get work done.