

Job Description: Sharefest Site Manager

Reports To: 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