

Job Description Sharefest Site Director

Reports To: Service Projects Chairman

Job Overview: Oversees putting together work plans for 4 sites. Work plans include the plans and needs for the areas to be worked on and the planting plans for each area. This responsibility is the key to the whole operation on Sharefest day. The more complete and accurate and timely your work is will contribute to the success of Sharefest day.

Responsibilities and Duties:

- Initial visit to all sites
- Assign Work Planners or you complete and work with Site managers for each of your sites to be sure all things are understood, complete and timely.
- Determine Foreman count at each site and provide to Volunteer Mgt.
- Provide a work plan notebook and materials list to Service Projects Chairman to review.
- Finalize work plans with planting plans. Submit to Plants.
- Submit mulch delivery locations/Review with school submit to Materials
- Contact large equipment volunteers (skid loaders, garden tractors that will be assigned to your sites.)

Qualifications:

- Be willing and have a flexible schedule that can meet with schools to develop plans between Jan- March.
- Helpful to have an understanding of Sharefest and organization.

