**Volunteer Position Job Description – Overall Manager**

**Job Title: Overall Manager**

**Number of volunteers needed: 2**

1. **Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
2. **Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Purpose:** The position of Overall Manager serves as the lead coordinator for all four “builds.”

**Locations:** Parking spaces (blocked off) immediately outside Milton’s Brewing, alleyway adjacent to Milton’s, grassy area across the street from Milton’s, corner of Canyon and Mermod

**Key Responsibilities:**

* Coordinate between all four build efforts to ensure equitable distribution of materials and development of cohesive “theme” for aesthetic/messaging
* Check in with managers of all four builds periodically to provide support and address any needs or issues that can’t be taken care of internally
* Check in with community liaisons periodically to address any needs or issues
* Monitor overall timeframe to complete installation in the time allotted
* Coordinate any “take-down” or materials return at the end of the build

**Reports to:** Amy Bell, Kat Davis

**Time Frame:** Thursday Sept. 14th 1:30pm-3:30pm

**Qualifications:**

* Skills in organization, leadership, communication, and time management
* Ability to support managers in leadership roles without taking on their responsibilities
* Ability to communicate between groups to raise enthusiasm for common goal
* Ability to stand and walk around for two hours

**Dress Code:** Comfortable clothes for warm weather and physical movement, hat, sunglasses