

## Site Leader Job Description

### Definition:

Under the supervision of the Director and the Project Director, a site leader serves as a work site coordinator and interacts with volunteer groups during their visit to Jerusalem Farm.

### Responsibilities:

- Up hold community ethics (found on Community Ethics page)

### Ordinary Time

- Participate in community meetings
- Perform regular self and group evaluations
- Sign up to lead worksites and coordinate completion of work
- Seek instruction from Project Director when necessary to complete projects
- Keep up with assigned community responsibilities
- Maintain relationships with homeowners on a regular basis

### Retreat Week

- Discuss worksite with Project Director, gain needed information to complete project and train volunteers
- Be prepared before breakfast for worksite (Pack truck, Inform announcer of special worksite requests, Plan work for the day)
- Create a space for prayer (ideally with the homeowner) to begin and end the work day
- Provide orientation at worksite on home, safety of site and tools, and timeline
- Supervise volunteers in performing work, encouraging and empowering all volunteers
- Provide a safe, clean and organized work environment
- Build relationships with homeowners and keep them informed of important information on their project
- At the end of the work day clean up the site and leave the home in good and secure order
- Return to the Farm in right time for the day
- Maintain tool health (clean, oil, and tune as necessary) & return to rightful home
- Check in with Project Director at the end of each work day
- Maintain a list of supplies used and complete worksite reports