



Community Organized Relief Effort

Job Description: **Site Manager**

Site managers are responsible for the overall operation and coordination of each testing site, the safety of staff, volunteers, and patients, creating the schedule, and addressing any issues and concerns throughout each day.

- Conduct morning meetings with all staff and volunteers
- Ensure all stations are properly prepped and ready to receive patients
- Liaise with Area Manager and CORE Management throughout the day and troubleshoot issues
- Reporting testing numbers to relevant stakeholders
- Manage HR scheduling for volunteers
- Conduct safety checks throughout the day

Required Skills:

- Management experience (emergency management is a plus)
- Ability to supervise large dynamic teams
- Rapid problem-solving ability
- Ability to remain calm in a high-stress environment
- Willingness to work before and after normal working hours
- Ability to provide reports clearly and accurately to multiple stakeholders