

Irongate Homeowners Association Pool Manager

We are recruiting for a Pool Manager for Irongate. This is primarily a volunteer position, but does have a small stipend (\$600 for the summer). Pool manager also receives a free family pool membership for their family.

As a Committee Chair appointed by the Board of Directors, the Pool Manager will ensure that the pool is available for use by the Irongate subdivision and that a safe and clean environment is provided for pool members.

Duties & Responsibilities:

- > Recruit volunteers to assist with pool duties
- > Ensure that pool is ready to open each day and that pool is closed at sunset
- > Coordinate with outside vendors such as plumbers, pool maintenance company, electricians, etc. as needed
- > Maintain communications with the Board of Directors concerning pool status
- > Monitor security system as needed
- > Maintain key card access system for pool users
- > Collect checks and applications from pool members
- > Ensure that pool is kept clean and that trash is put out weekly
- > Ensure that pool facilities are kept clean
- > Keep up with maintenance needs and be proactive in identifying and preventing safety issues before they occur
- > Enforce pool rules with members and encourage other pool volunteers to do the same

Position Requirements:

- > Team player
- > Good communication skills
- > organized and detail oriented
- > Irongate resident
- > Able to work closely with the Board of Directors and solicit help from the Board when needed.

In general, the Board of Directors is very involved in the operation of the pool and recreation area. The pool manager is not left without support.