

Myerlee Circle Condominium Association

Job Description: Clubhouse and Pool Director

The following is a summary of duties:

- Supervise pool and pool area maintenance/cleaning
- Interface with all persons or contractors servicing the pool, pool equipment, air conditioning and structure.
- Process clubhouse rentals and keep checks in safe until refund is eligible.
- If renter is charged, give payment to Florida Sunset Management Group.
- Supervise maintenance and cleaning of the Clubhouse.
- Purchase supplies, décor, kitchen equipment, equipment for the pool, clubhouse, and lanai.
- Assist Secretary with filing and distribution of Association mail and notices.
- Maintain updating miscellaneous information on both bulletin boards inside the clubhouse.
- Update the Sandwich Board with meeting notices when required.
- Arrange for set up of clubhouse for meetings and other activities
- Maintain a calendar of events as requested by the Board and the Owners.
- Send information to the secretary to upload on website.
- Manage the replacement of Pool and Clubhouse keys to Homeowners.
- Maintain & monitor amount of pool & Clubhouse keys on a monthly basis.
- Maintain the sidewalk lights at the clubhouse by replacing bulbs