



Penn Fair Swim Club

General Responsibilities for Board and Paid Positions

(Board) President: facilitate member and community relations, schedule and run board meetings, schedule and run member meetings, oversee pool manager, schedule annual inspections (coordinate with manager), ensure events are held, communicate member information via E-soft, and MORE!

(Board) Vice-President: coordinate and schedule private and large-scale party rentals via E-soft and Sign-up Genius, acquire sponsors, coordinate large scale holiday events, promote membership Jan-April, coordinate fundraisers, and MORE!

(Board) Secretary: social media posts, e-mail communications year-round, create flyers, advertise for events, organize Google Drive, periodically update website, create membership cards, maintain member profiles on E-soft, obtain and distribute meeting minutes, and MORE!

(Board) Treasurer: collect dues, pay bills, employee payroll, set up/turn off utilities (coordinate with manager), handle cash register money at Shack, process credit card refunds via E-soft, prepare taxes, handle bank deposits, liaison to outside accountants and insurance companies, and MORE!

CPA: coordinate with manager on pool related items, schedule cover on/off, order chemicals, coordinate weekly water quality testing, liaison to Bucks County Department of Health, liaison to Leslie's service department, repairs and maintenance of pool pumps and filters, and MORE!

(Paid) Manager: supervise all maintenance related items at pool property, hire and supervise all staff, set up/turn off utilities (coordinate with treasurer), train board members on E-soft access, coordinate and acquire daycares, lifeguard in-services, stocking concessions, setting pool hours, making sets of keys, and MORE!

(Paid) Swim Lesson Coordinator (must be on staff as a trained lifeguard): schedule, advertise, staff, and teach swim lessons (coordinate with manager); correspond via e-mail/phone about lesson inquiries; communicate via E-soft for rain cancellations and parents communications, and MORE!