

# VOLUNTEER POSITION

COUNTRYHOUSE  
HOA

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## JOB

## TRAINING MANAGER

### Background

Part of living in Countryhouse means contributing to our community. The HOA votes in a Board of Directors to oversee its management and operation. This includes enforcing community rules, maintaining shared spaces, managing finances, and representing the interests of homeowners. It is imperative that the members of the Board, the Committee Chairs, and the Property Management Company are knowledgeable in the governing documents of the HOA.

### Description

The Training Manager will create online modules of our governing documents with testing blocks. Train all required volunteers and property managers. Document successful training.

### Skills

- Experienced with creating guided assessments.
- Adept at using MS and Google tools to create learning and testing modules of the Countryhouse governing documents.
- Self-motivated and willingly accepts feedback.

I welcome the opportunity to discuss this further and answer any questions you may have. Feel free to contact me at [sinisi801@gmail.com](mailto:sinisi801@gmail.com)