



Sacred Heart Pymble Football Club

Position Description

TITLE:

Web Administrator

OBJECTIVE:

The webadmin role encompasses all IT administration of the website and related systems. The webadmin supports all volunteers accessing the club website and related systems, either in performing work to be done, or providing guidance to users. The administrator is also the club liaison with website and related systems service providers.

RESPONSIBILITIES:

- Familiarity with, and support of club-related website and communications systems
- Website administration access and training
- club email system management
- Attend to user access assignment and website updates as directed by the President/Secretary
- Liaison to IT service providers
- General website maintenance
- Periodically review website content

ESTIMATED TIME COMMITMENT:

Committee meetings and AGM. Attend: 6 x 2hrs

Web site administration: Estimated time commitment required is up to 4 hours per week between the months of December and April, thereafter 1 hour per week or less.

RELATIONSHIPS:

Members: Member communication

Committee: Web site updates

CalfordGreen: Web site administration

ACCOUNTABILITY:

President

ESSENTIAL/DESIRABLE SKILLS:

- Moderate IT skills.
- Able to communicate website technology effectively to non-technical users