

# Woolwich **Girls** Minor Hockey Association

## Executive Position: **Webmaster**

### **Skill Set Required**

#### **Necessary skills:**

- Computer skills, preferably website management knowledge
- Detail oriented
- Good organization and facilitation skills
- Good written and verbal communication skills
- Problem solving and analytical skills
- Self-motivated and takes initiative
- Interpersonal skills, ability to collaborate and interact with many people

#### **Recommended skills:**

- Knowledge of MBSportsWeb/SportsHeadz

### **Job Description**

The Webmaster is responsible for maintaining the WGMHA's website.

#### **Key Tasks:**

- Maintain the WGMHA web site, making additions and changes as per the direction of the WGMHA Executive.
- Ensure the availability and high quality of the website.
- Ensure security on the website.
- Review, recommend and coordinate updates or changes to the website.
- Post news articles, events, etc. as requested by the Executive.
- Set up the new season web pages and teams, including adding all team staff and giving teams the necessary access to their webpages.
- Work with the Executive and other volunteer members to provide content.
- Respond to adhoc technical queries and support requests.
- Assist with Association computerized needs, such as the statistics, form setup, reports, etc.
- Provide support and advice to the Executive regarding the Association's online presence.

**Peak months of time commitment for position**

- Peaks April, August, September

**Job Requirements****Job requirements:**

- Contribute required time which may include weekends and evenings. Requires approximately 2 hours per week, in addition to extra hours during peak periods to setup the new season and update information pages ready for the new season. This could be in excess of 10 hours in April, August and September.
- Required to attend association defined meetings at least one a month.
- Must have a computer with access to the internet.