

## **CHS ROWING CLUB WEBMASTER JOB DESCRIPTION Fall 2013**

**Description:** Maintain various crew web pages (League Athletics / Shutterfly), website and communications tools for the CHS Crew Club. Maintain control of site permissions and user access. Troubleshoot email notification problems; maintain general event calendar and sometimes help with generating practice schedules.

### **Job Duties:**

- Update website with news items
- Broadcast news to website members
- Email members, rowers, coaches
- Broadcast social news, sign-up genius links and documents as requested
- Monitor Forum
- Maintain events calendar (general events)
- Update photos
- Update and broadcast crew newsletter
- Format newsletters, as needed
- Format parent handouts, as needed
- Maintain Team Document Password for all documents obtainable online that contain sensitive information about the rowers
- Communicate with parents when they forget their password, or the team document password.
- Update with Team Captain Info annually, or as needed
- Update with Team Coaching Info annually, or as needed
- Maintain active links (results, regattas, event/venue information, etc)
- Update/maintain site passwords (as job duties change)
- Update/maintain site permissions (user rights)
- Help parents/rowers with access issues to the website (trouble-shooting email & notification issues; regular communication with individual parents about their individual accounts
- Assign rowers to teams via website/registration module (each season)
- Text alert messages when needed (sometimes weekly/daily during season)
- Maintain records for website domain (renewable annually in October with League Athletics via the website)
- Maintain records for League Athletics Contract
- Maintain records for password / root authority to site
- Attend Parent Organizational meetings with executive committee to help plan next season / upcoming events
- Other tech issues, as required