

PA Freestyle Ski Association

Web Administer

Job Description

1. Web Administer works under the supervision and approval of the PFSA board of directors.
2. S/he will be responsible for managing daily web site operations including communication of PFSA related event notifications / updates, training schedules, site management and security, as well as overall organizational communications.
3. S/He will be responsible for monitoring and administrating of PFSA's web and Facebook sites, and related activity. This includes review and removal of any postings or information that is detrimental to PFSA interest or offense to any athlete / family member (i.e.: Content postings to be family / child appropriate).
4. S/He will be responsible for communication of the PFSA related events or matters of interest with detailed descriptions and supporting links to USSA, EasternFreestyle, USASA, and Seven Springs mountain events.
5. S/He will be responsible for ensuring inquiries to the organization via the web / Facebook sites are promptly forwarded to the appropriate PFSA staff./ This includes cc'ing distribution of material so as to ensure that there are no gaps in responses (e.g.: Head Coach traveling with team).
6. S/He will interact in responsibly and respectfully with the public, PFSA member athletes and their families, resort management, resort employees, and PFSA board of directors.
7. S/He will review, act upon, and report any inappropriate internet related incidents to the PFSA board of directors, or appropriate authorities, as timely as possible. This includes following up as to status and direction to take / taken as to each incident.
8. S/He will be responsible for the posting and monitoring scheduling, planning, and organizing club events. This includes posting event updates, results, and supporting content material as appropriate.
9. Must adhere to PFSA club guidance principles set forth by the USSA club development program
10. Set up and monitoring the annual sign up / registration process. This includes ensuring all waivers and required registration details have been input for each athlete.
11. Follow all child protection guidelines and that the web site / Facebook site are COPPA Compliant*. <http://www.ftc.gov/ogc/coppa1.htm>
12. Ensure that only current members and their family members have access to the club's Facebook site.
13. Must have fundamental knowledgeable in the development and competitive demands of freestyle/freeride skiing and snowboarding.
14. Responsible for supporting the Director in verifying athletes membership prior to on snow activities.
15. Must provide yearend report and other reports as requested from the club. Provide oversight and secure administration as to PFSA organizational documentation on the web site.
16. Must work in cooperation with PFSA, club and corporate partners to meet their expectations in a timely matter.
17. 20. Must be able to execute prompt communication via phone, text, email, or social media in support of the Director, Head Coaches and Board as required.
18. Must adhere to all safety practices of PFSA, Seven Springs Mt. Resort, and USSA.

* - *The Federal Trade Commission has implemented the Children's Online Privacy Protection Act of 1998 (COPPA).*