**Website Administrator**

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| **Purpose of role:** | * Provide a source of online information for coaches, players, team staff, and parents who would like information about the Sarnia Jr. Lady Sting (SJLS) Hockey Club * Maintain the Organization’s Website, and assist managers and coaches with the maintenance of their team webpages |
| **Tasks:** | * Keep the web page up to date with regular information about SJLS, ensuring that it reflects our values, principles and Ontario Women’s Hockey Association (OWHA) guidelines * posting meeting schedules, meeting minutes, important links * Post information regarding upcoming tournaments (SilverStick) * Liaise with Board of Directors, posting information as necessary |
| **Dates, times, commitment and frequency:** | * This role is active year round, excluding June and July. * Most spend around 2 hours per week on this role, although more time is required during spring “tryouts” and fall “tryouts” while teams are formed, and coaches and managers learn the system. * We ask that you commit to a minimum of 1 year. * It is recommended that you attend the Monthly Coach/Executive Meetings. Meetings are held the second Tuesdays of the month at 6:30pm. However, this is not a requirement. |
| **Skills and Abilities Needed:** | * You will need access to the internet and a computer or iPad * Willingness to learn how to use a new website * Willingness to ‘teach’ coaches and managers how to use the website, and troubleshoot with * Able to represent SJLS and it’s values * It’s useful if you are able to see things from other’s points of view (eg. Someone who is new to the organization or website) * You will have the support of the previous Website Administrator while you learn the system. |