**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
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| **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
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| **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.
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| **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.
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