



NORTHERN CHILL VOLLEYBALL CLUB	
ROLE DESCRIPTION WEBSITE COORDINATOR	Rev.: 2020/08/03

ROLE DESCRIPTION

The Website Coordinator is responsible for designing, maintaining and enhancing the club's presence on the website.

SKILLS/QUALITIES RECOMMENDED

- Creativity and Imagination
- Detail oriented
- Excellent Written and Verbal Communication skills
- Knowledge in website design and development
- Good multi-tasker

MAIN DUTIES

- To update and provide online service and communication to Club Members through the Club website
- To update the website annually for current team information
- While teams are at competitions, connect with a team representative to ensure timely posting of information
- Embody the principles of the Club and support the goals of the Club on the Club website
- Undertake other strategic projects, internal and external, pursued by the Club
- Communicate bulletins, announcements, media releases and news to Club members in a timely manner
- Source other technologies to improve Club operations and communications
- Design any advertisements/posters required to promote various events
- Perform such duties as may be determined by the Board of Directors

COMMITMENT

- As required

COMPENSATION



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- Fanwear item to be provided up to the amount of \$100.00