



Lakers Hockey

CLUB ASSOCIATION

Webmaster Functions and Responsibilities

Term: 2 years starting in June

Requirements:

- Technical Background
- Passionate about the success of the Lakers Hockey Club Association
- Registered as a USA Hockey Volunteer
- Completion of Safe Sport training
- Completion of background screening

Overview: The Webmaster's main function is to support all information technology for the organization. The Webmaster position is filled from the board or general membership.

Responsibilities: Specifically, the Webmaster's responsibilities include but are not limited to:

- Creating/maintaining or delegating (content and registration for) all electronic programs necessary for the support of the organization
 - Website/domain
 - News items
 - Calendar
 - Documentation
 - General information updates
 - Email
 - Administration of email accounts
 - Maintain subscription annually as needed*
 - Maintain global contacts and global distribution lists
 - Provide and revoke access to email addresses as necessary with changes
 - IT Support for users (board/staff/members)
 - Onboarding new board and staff
 - Maintain and provide access to cloud file service
 - Mobile device setup assistance
 - Maintain contact info for staff/board
 - Backup to Marketing for social media posting
- Preparing the website for each new season
 - Create registrations
 - Create seasons and sub seasons as appropriate
 - Generate rosters from registered players
 - Create/maintain calendar for each team

- Update/maintains sponsors on website
- Working with the Secretary and Registrar to submit registration requests for online registration portal
- Maintaining a master list of user names and passwords for each service used by the organization.

Level of Effort: The weekly effort needed by this role is highly variable by averages 2-3 hours per week; during peak activity the weekly level of effort can exceed 5 hours

** As of 2021 the Lakers are receiving email and cloud storage for free as a non-profit organization.*