

Greenway Amateur Hockey Association

WEBMASTER & TECHNOLOGY COORDINATOR POSITION DESCRIPTION

Eligibility: Any parent/guardian who has completed the SafeSport training within the last two years and also completed the Minnesota Hockey background check process with a passing result.

Purpose: The Webmaster and Technology Coordinator is responsible for the management of the association's website and technology resources.

DUTIES

Website

- Maintain the pages of the GAHA website.
- Train board members and team managers how to use website; as needed for their positions.
- Keep website training section and team manager info page up-to-date for self-help.

Emails / Office 365 / Shared Resources (SharePoint)

- Maintain the Office 365 email and shared resources/SharePoint environment.
- Assist board members with password resets.
- Train board members how to get email, save and access documents.

Other Duties

- Attend Monthly Association Meeting
- All GAHA related documents are saved to GAHA's system and not stored on personal equipment.
- All GAHA email communication is conducted through the GAHA email associated with this position.
- Other duties as assigned by Executive Board.

Benefit: Credit for 10 DIBS concession sessions and 5 non-concession DIBS sessions and player registration fees waived.

Updated February 2018