



## Armstrong Cooper Youth Hockey Association Job Description

<b>Title:</b>	<b>Web Administrator</b>
<b>Role:</b>	<b>Non-Voting Board Member</b>
<b>Election/Appointment:</b>	<b>Appointed</b>
<b>Voting Status:</b>	<b>Non-Voting</b>
<b>Budget:</b>	<b>No Budget responsibility</b>
<b>Term:</b>	<b>Three years</b>
<b>Compensation:</b>	full hours

**Description/Role:** To maintain the ACYHA website and work with ngin the web site provider on upgrades and issues. Post item to the web site as needed and push alerts out from the site as needed.

### **Position mandatory requirements:**

- Must attend monthly ACYHA Board of Directors meetings on the second Monday of the month
- Must attend the annual meeting of ACYHA Membership in April
- Must attend monthly District Three meetings
- Periodice review of the website to identify improvemnets and make recommendations to the the board as such
- Primary maintance and updating of the web site as a whole and all pages not owned by someone else. Team pages are owned by manager but the Web master still supports as needed
- Post to the web site as needed
- Push out allerts from the Web site as needed
- Training your successor at the May meeting at the end of your term

### **Desired Skills:**

- Good written communication skills
- Effective time management
- Strong organization skills
- Ability to work with individuals throughout the organization
- Computer skills; e-mail access
- Positive, helpful attitude
- Ability to attend the monrthly meetings and do work between meetings

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- Understanding or ability to learn NGIN system
- Ability to train team managers and other users

### **Reporting:**

- This role reports to the Marketing and Communications Director and the Secretary