



Armstrong Cooper Youth Hockey Association Job Description

Title:	Web Administrator
Role:	Non-Voting Board Member
Election/Appointment:	Appointed
Voting Status:	Non-Voting
Budget:	No Budget responsibility
Term:	Three years, year three in the cycle
Compensation:	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
- Periodic review of the website to identify improvements and make recommendations to the board as such
- Primary maintenance 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 alerts 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 monthly 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 Secretary