



Paris Soccer Club Website Manager

Role

Assist Paris Soccer Club with managing and improving our club's website to provide information for all stakeholders.

Help the association to

Make our club's website easy to navigate, engaging and informative for our visitors.

Time commitment

- One to two year term
- On average, 10 hours per month

Responsibilities

- Create a number of website pages to be able to outline all information required for viewers to learn about our club.
- Upload photos to make our website appealing.
- Test website to ensure links, search button, data entry fields, etc are all functioning.
- Discuss with PSC executive information that should be added to website and/or adjustments to make it more professional.
- Attach resources (ie: volunteer handbook, constitution and manuals).
- Provide user names and temporary passwords with certain PSC members for editing their pages.
- Maintain our domain name and internet provider.
- Respond or forward inquiries to respective PSC member to answer.
- Present different website options to PSC executive for consideration.
- Discuss website upgrades and maintenance costs with Treasurer to acquire funds to support the website.
- Attend PSC meetings.

You are

- *interested in the sport of community soccer*
- *willing to share your knowledge and experience with president and new executive members*
- *committed to the confidentiality of all Paris Soccer Club records and business*
- *genuine interest in participating and supporting community volunteer events*
- *involved in the communities of Brant county*

Requirements & qualifications

- Website management experience
- Communication skills
- Board of Directors or Executive experience

Benefits

- Gain valuable experience
- Support a volunteer led sports organization
- Meet new friends and increase your social circle
- Promote soccer throughout Brant County

Key contacts

- Paris Soccer Club Treasurer
- Paris Soccer Club President
- Paris Soccer Club Executive
- Paris Soccer Club Communication & Marketing

Training / Orientation

- Paris Soccer Club Volunteer Handbook provided
- Paris Soccer Club Constitution
- Paris Soccer Club Policies/Procedures Manual
- PSC access to Executive members section of website

Agreement

"We have discussed this volunteer position description and I make a commitment to carrying out these responsibilities to the best of my ability for _____. (Length of time)

I am accountable to _____ for my work within this position.

Volunteer signature

Date

"In turn, the club commits to supporting

_____ in his/her volunteer work.

Coordinator of Volunteers

Date

Intake checklist

- volunteer information form updated*
- position description reviewed and signed*
 - copy to file*
 - copy to volunteer*
- volunteer information added to Paris Soccer Club volunteer contact list*

Follow-up

- at one year*
Date: _____

To apply to any Paris Soccer Club volunteer position, please contact:

Paris Soccer Club's –
Volunteer Coordinator:

admin@parissoccer.ca

Visit us at:

www.parissoccer.ca