



Vermont Vultures Basketball Club

Vermont Vultures Basketball Club – Role Description – Website Manager

Updated 22/11/2020

Role: Website Manager

Role classification: Voluntary

Exec Committee member: Via nomination

Committee member: Yes

Expected hours of work: 2-4 hours per month, variable by month

Purpose

The purpose of this document is to outline the roles and responsibilities of the Social Media & Website Coordinator at the Vermont Vultures Basketball Club (The Club). These roles and responsibilities are not intended to be exhaustive, but rather to outline what is typically required to fulfil the role.

Summary

The role of the Website Manager is a key role within the Vermont Vultures. The key responsibilities are to engage the Club's members via website content to build the sense of belonging to the Club.

Note: This role may be combined with the Social Media Manager position depending on interest and need.

Role description

The Website Coordinator is supported by the Communications Manager and Club Admin Officer and is required to perform the following duties:

1. Review and update website content throughout the year
2. Promote club's key activities and events throughout the year
3. Promote strategic partners and sponsors, including special offers
4. Manage the list of people who have access to the website and add/remove access as needed
5. Provide the Committee with key usage statistics including number of visitors to website
6. Liaise with suppliers on changes to website plans, content, or other development needs

Skills required

The successful applicant will possess:

- A reasonable level of familiarization and competency with WordPress is required
- Experience with coding HTML and CSS would also be beneficial

Qualifications required

- Past experience in a similar role (paid or voluntary)
- Current Working with Children Check
- A past or current affiliation with The Club as player, parent/guardian, Committee member, or active supporter

Remuneration

This role is a voluntary position

Mandatory Competencies/Licenses

- Working with Children Check

For more information on this role

Club Secretary secretary@vermontvultures.org.au