



## Vermont Vultures Basketball Club Position Description – Website Coordinator

Updated 29/11/2023

**Role:** Website Coordinator

**Reports to:** Brand and Communications

**Role classification:** Voluntary

**Committee member:** Yes

**Expected hours of work:** 5 hours per month, variable by month

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### Purpose

The purpose of this document is to outline the roles and responsibilities of the Website Coordinator at the Vermont Vultures Basketball Club (The Club).

### Summary

The role of the Website Coordinator (WC) is a key non-committee role within the Vermont Vultures. The WC is responsible for assisting with the Clubs website, awards reporting and general technical requirements that arise. The role works closely with the Brand and Communications Manager.

### Role description

The role is supported by Brand and Communications and works closely with all committee members as required, depending on the task or issue and any given time. It is required to perform the following duties:

1. Weekly reporting for the Awards Assistant
2. End of season reporting for Awards Assistant for the purpose of ordering awards
3. Updating the website as required and directed by committee members.
4. Creation of Google Forms and the like for assistance with gathering information from members
5. Assistance with setting up new emails.
6. Troubleshooting technical glitches / issues encountered by committee members
7. Assistance and feedback with setting up new processes where online reporting is required/included.

### Skills required

The successful applicant will possess:

- Experience with Microsoft office suite
- Excellent communication skills

### Qualifications required

- Past experience in a similar operational 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

### Mandatory Competencies/Licenses

- Working with Children Check

### For more information on this role

Club President [president@vermontvultures.org.au](mailto:president@vermontvultures.org.au)

Club Vice President [vicepresident@vermontvultures.org](mailto:vicepresident@vermontvultures.org)