**Volunteer Job Description Worksheet**

This volunteer job description worksheet is to help clarify expectations for volunteer, teams, members, and or leader.

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| **1. POSITION IDENTIFICATION:** |

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| **Name** | Richard Godke |
| **Email** | rgodke@yahoo.com |
| **Title** | Webmaster |
| **Team** | Duval County Council of PTAs |
| **Reports to** | DCCPTA Board Duval Membership |

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| **2. SUMMARY:** |

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| Provide webmaster services to the Duval County Council Board and the Duval PTA membership that includes; updating and creating web pages, and maintaining the website. |

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| **3. ESSENTIAL DUTIES AND RESPONSIBILITIES:** |

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| A. Create & update web pages and posts including: news, calendar, menu, promotional sliders, documents and forms, links, and others to be determined by the board.  B. New content will be created and corrected by the board member(s) and PTA members. Webmaster can add content and board is encouraged to alert webmaster of any needed corrections.  C. Weekly maintenance to include: updating content; deleting outdated content, as directed; looking for and correcting errors, looking for and repairing broken links, making certain that all pages are correctly formatted, making recommendations for design changes and other basic WordPress upkeep and updates.  D. Provide training to board members for those who would like to add news articles, calendar items, and content to the website.  E. Train an assistant webmaster for office succession as approved by the board.  F. Review FPTA Communication Award criteria and apply for the award.  G. Provide design recommendations to improve website usability.  ***Not* Responsible For:**  A. Writing and editing content.  B. Contacting individuals to provide content.  C. Maintaining admin and financial accounting for the website.  D. Maintain user Database. |

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| **5. REQUIREMENTS (preferred):** What, qualifications, knowledge, experience are needed? |

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| A. Webpage design and maintenance experience.  B. Creativity with the graphic user interface and elements.  C. Ability to communicate with technical and non-technical contributors and developers.  D. Intermediate skill levels using PDF files, Paint™ or graphic program, and Microsoft™ Word™ and Excel™. Working knowledge of WordPress, themes, plugins and widgets.  E. Working knowledge of 1 & 1 hosting company or similar hosting company. |

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| **6. NEEDED RESOURCES AND SUPPLIES:** Are there any resources and supplies? |

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| * Budget $100 for the purchase of PDF converter, Graphic packages, animated backgrounds, music, video, etc. * From each DCC board member need to:  1. Provide quarterly “Web Check” of assigned webpages. 2. Provide public calendar items, event statement, and deadline dates at beginning of the year and update as needed. 3. Provide at least one webpage article relating to your subject area on the board. |

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| **7. EVALUATION:** How, who, and what will you be evaluated? | |
| A report will be submitted reviewing; problems, suggestions, and achievements June 30 of each year. |

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| **8. TIME COMMITMENT:** How much time will this position require? |
| 4-8 hours/week | | |

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| **ACKNOWLEDGEMENT:** |

I have reviewed this volunteer job description and will do my best to support the success of this position

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| Volunteer Signature: |  | Date |  |
| Leader Signature: |  | Date |  |