



Donvale Dunkers Basketball Club

Website Coordinator

March 2024

Role: Website Coordinator

Reports to: Executive Committee

Committee member: Optional or as required

Expected hours of work: 1 hours per month, variable by month

The role of Website Coordinator is key to the club in ensuring that information is available to all members in a way that is easily accessible and updated.

Responsible to

The role of Website Coordinator will be held by either a member of the Committee of management, or by another volunteer within the Dunkers community, who would work alongside and report to the Committee.

All members of the Committee are responsible to the President of the Committee, on behalf of the members of the Club.

This role liaises with the Club Registrar, Uniform Coordinator, Events Coordinator and others on an ad hoc basis.

Key responsibilities

- Maintaining the Club's website including keeping it updated and running smoothly.
- Working with the Club Registrar in updating team lists and training timetables before the start of each season.
- Working with the committee in uploading documents required on the restricted committee page detailing each season's teams.
- Troubleshooting technical glitches
- Keeping track of admin access to the backend of the website.
- Aiding Dunkers community members in accessing their profiles, for example forgotten passwords
- Providing recommendations to the committee on updates and improvements for the website
- Working with the Future Dunkers Coordinator in updating registration details around the bi-annual program. Then providing them with support with exported registration lists if required.
- Working with the committee and registrar in updating Registration page prior to the start of each season to provide information on registration to current and new Dunkers families.
- Liasing with DCC contacts to advertise programs in the lead up to each new season and Future Dunkers program.
- Keeps in mind our Child Safety policy when dealing with personal contact information for all community members.



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Knowledge and Skills Required

Ideally the Website Co-ordinator is someone who is

- Well organised
- Great communication skills
- Has a working knowledge of Wordpress, or willingness to learn it
- Able to allocate regular time periods to perform duties
- Able to respond within a reasonable time frame to enquiries from club members
- Able and willing to work as part of a team
- Able to access and use basic online spreadsheet programs
- Personable & approachable

Estimated Time Commitment

The time commitment required to fulfil the above duties is estimated at less than 1 hour per week, excluding attendance at regular Committee meetings.

It is recognised that during the few weeks around registration each season there will be a peak period of duties to be met, but that would not be in excess of an additional 1-2 hours per week for that period.

As a volunteer position, this time commitment is greatly valued by the Club and recognised as a vital part of keeping the Club running smoothly.

WORKING DRAFT