



OAKVILLE GIRLS SOFTBALL ASSOCIATION

ROLES AND RESPONSIBILITIES

WEBMASTER

Reports to: Director of Marketing

Position Overview:

Under the direction of the Director of Marketing, the Webmaster is responsible for managing the overall function and development of the OGSA website, building content pages, web forms and creating graphics and iconography, while communicating vital league information through social media portals.

Key Responsibilities:

- Provide responses to membership inquiries and forward to the appropriate Board members
- Maintain social media and email accounts and issue league-related communications
- Ensure all hosting, domain and web package accounts remain current and satisfied
- Maintain calendar of events, update photo galleries, manage sponsorship communication

Qualifications & Skills:

- Preferred experience and technical knowledge of website design and social media
- Uncompromising ethical ideology for managing and protecting sensitive and private information
- Exemplary written and interpersonal communication skills

Time Requirement:

- This is 12-month continuous volunteer position
- Min/Max peak hours 3/5 per week that requires uninterrupted web-accessibility
- Must be accessible through email, social media, phone

Training Availability:

- Access to Softball Ontario Certified Softball Administrator workshops
- Website Management 101
- Social Media 101

⊙ *The Webmaster is strictly an OGSA supporting role under the Director of Marketing and is not considered an OGSA Board position. This role is exempt from Board meeting requirements and carries no voting conditions or privileges.*