

## Enfield Soccer Club

### Webmaster Job Description

- Maintain site security and player identity safety at all times
  - Assign and revoke limited administrative permissions as required
    - E-board members: expanded permissions
    - Registrars: Full control of registration systems
    - Division coordinators: slightly expanded permissions
    - Coaches/Managers: team specific permissions
  - Ensure pictures/names posted without required permission
  - Ensure all rosters remain hidden from public view
- Set up and administer Recreational and Competitive Registration Systems
  - Work with VP's and Registrars to create, open, and close Fall and Spring systems, payment schedules, and questionnaire requirements.
  - Work with VP's, Registrars, and Treasurer to track and cross check payments (check/PayPal)
  - Provide technical support when required
  - Run queries for Registrars/Coordinators as needed
  - Create seasons/teams prior to each season
- Ensure all Recreational schedules are loaded each season
  - League athletics accepts .csv files for schedule upload
  - Templates will be made available
- Administer club webmail domain (mail.enfieldsoccer.org)
- Ensure the site appearance remains uniform and appealing
- Maintain the club document library, contacts, etc.

Candidates must be detail oriented, have a good knowledge of computer security practices, and youth identity safe guarding practices. Candidates should have a strong knowledge of Microsoft Excel and Word. Previous experience with a template based website program is preferable. Candidates must also be able to demonstrate excellent writing skills.