

Web Coordinator Job Description

Purpose: The Web Coordinator edits the content on the club's website ensuring the information is professional looking and easy to understand. This role also ensures the website runs smoothly with the appropriate security in place. The ideal candidate is organized, has good computer skills, and can identify and resolve issues.

Reports to: Communications Officer

Key Responsibilities & Duties:

- **Website:** Ensures the website remains up-to-date, informative, looks professional and remains consistent on all pages in look and messages and meets the club branding guidelines.
- **Updates & Security:** Ensures the website runs smoothly, is maintained with software updates, security reviews, etc.
- **Content:** In collaboration with the Communications Officer, will edit main content on the club's website, and develop potential content for Executive Committee (EC) review.
 - Works collaboratively with the EC, committees and other volunteer positions who will share data to be uploaded to the website.
 - Post approved content to specific pages.

Skills & Qualifications:

- Well organized.
- Good written communications.
- Desire to learn.

Assets (desirable, not mandatory):

- Some knowledge of and experience with IT services and technologies.
- Some knowledge of web services.

Specific Tasks & "Daily Life" of a Web Coordinator:

- **Website Administration:** Update the website with new information.
- **Website Updates:** Ensures updates are completed in a timely manner.
- **Website Security:** Monitor website to ensure security issues are dealt with immediately.

Training:

- Will initially be provided by the Communications Officer or other EC positions.
- May subsequently be provided by other web coordinators.
- Web maintenance guide and procedures document is available.
- Coaching will be continuously available from the EC.

Time Requirements: At the end of September or beginning of October, the incumbent will spend several hours using the approved court schedule and other approved club events to create/update the website for the upcoming season. During October to March spends 30 minutes to 1 hour per month, on updating information as needed.

Original Document Approved: July 7, 2026

Revised: