

## Website Administrator

### Roles & Responsibilities

<b>Role:</b>	To update and improve the club's website by liaising with the necessary personnel from within the club
<b>Approximate time commitment:</b>	Two hours a week during the season plus ad hoc out of season
<b>Useful skills and experience:</b>	<ul style="list-style-type: none"> <li>▪ Excellent IT skills</li> <li>▪ Effective communicator</li> <li>▪ Creativity</li> </ul>
<b>Support / Training</b>	Support through the club
<b>Tasks:</b>	<ul style="list-style-type: none"> <li>▪ Update fixtures, results and match reports</li> <li>▪ Identify all appropriate club news and add to website</li> <li>▪ Be creative in identifying potential areas of improvements to website</li> <li>▪ Link to Hockey Wales' website as appropriate</li> </ul>

### Benefits of Volunteering

- To learn new and develop existing skills through hands on experience
- Personal & professional development and/or training
- The ability to explore different sorts of career or job opportunities in a voluntary capacity
- A chance to get out, have fun and meet some new people – enjoying the social life that hockey clubs generate
- Experiencing new challenges
- Supporting your local community – putting something back into your community, personal satisfaction knowing you have helped others