

Web Site Coordinator - Job Description

- Maintain and update the Hartford Soccer club web site (www.hartfordsoccer.org).
 - Post material for new events and announcements on a timely basis. The information for this may come from the board members, soccer club members and/or by attending the monthly board meetings.
 - Post the spring and fall recreational schedules when the Director of Scheduling provides them.
 - Post tournament results (1st and 2nd place) and pictures from tournaments attended by the competitive teams. Recreational team results at tournaments may be included as well.
 - Post league results (1st and 2nd place) from competitive teams.
 - Keep all material on the web site up to date and current including the monthly calendar, coaching resources, board member contact information, team manager contact information, etc.
 - Make sure the on-line registration link is accessible and working.
 - Create a yearly tournament page for the Kick Some Grass tournament. Post schedules when they are provided. Enter the scores from the tournament and post those after the tournament.
- Check the web site email address (websitemanager@hartfordsoccer.org) on a weekly basis for new email and respond appropriately to any requests.
- Make sure the domain name (hartfordsoccer.org) does not expire. Work with the Treasurer to renew this. Current expiration date is 11/2009.
- Currently the web site is hosted by NConnect for no charge in exchange for displaying their logo on our web site. If this policy were to change, then the web site coordinator would select a new Internet Service Provider to host the web site based on pricing, services available from the ISP, etc.