



ELLESMERE PORT AMATEUR SWIMMING CLUB

(Affiliated to ASA North West Region)

JOB DESCRIPTION: WEB SITE CONTROLLER

JOB TITLE: WEB SITE CONTROLLER

RESPONSIBLE TO: Executive Committee

SKILLS REQUIRED:

- Computer Skills – WEB Design & Update
- Well Organised & Methodical
- Enthusiastic
- Undertake CRB check
- Willing to undertake training courses.

MAIN DUTIES

1. To be responsible for the operation and update of the club website.
2. To update club procedures and documents when requested by the committee.
3. To update gala results on receipt from the gala secretary
4. Maintain the WEB site in line with ASA guidelines
5. Develop WEB site facilities to the best advantage of the club.
6. Seek technical assistance when required advising club treasurer if there are charges to be incurred.
7. Uphold the ASA child protection policy and code of ethics.

Time Commitment:

Signatures: Officer _____ Date: _____

Chairperson _____ Date: _____