



Leaside Baseball Association – Webmaster Role Description

Purpose: To provide overall support for Leaside Baseball’s website, email marketing system and online registration system.

Key duties: Provides technical expertise, support and regular content updates to Leaside Baseball’s Wordpress-based website, Constant Contact-based email marketing system and TeamSnap-based online registration system. Reports to Managing Director of Administration.

Time Commitment and Compensation: This is a part-time, self-supporting volunteer position requiring 0.5-2 hours per week and another 4-10 hours per month (i.e. 6-15 hours per month).

This is a volunteer position eligible for TDSB Community Involvement Hours. The volunteer is eligible for a \$500 honorarium at the end of the year.

Details:

- Work with Leaside Baseball Managing Director of Administration and other Working Board Members to further develop, maintain and support existing website, email and registration systems.
- Work with above individuals and graphic designers to create and refine, compelling graphic design for websites, emails and social media.
- Install updates to plugins, themes, and other web components, implement changes in, adding/changing/removing web pages while ensuring functionality, usability and aesthetic.
- Implement new registration forms.
- Communicate to Leaside Baseball leadership on web development progress, issues and scheduled downtime.
- Other responsibilities as assigned.

Experience and Skills:

- Experience with web design and web development.
- Experience with Wordpress is ideal but not a requirement (training provided on all systems)

If you are interested please contact Cameron Steinman at cam@leasidebaseball.com