



Position Description - Website, Stack Team App and Email Newsletter Coordinator

Prior to commencement of season

- Update content of website including season calendar and weekly programs
- Update age group of athletes in Stack Team App
- Update Teams in Stack Team App

Daily

- Monitor webmaster email and respond to emails.

Weekly

- Update website with weekly program, newsletter.
- Write and send the two (2) emails via SportsTG - What's On at Duncan Mackinnon This Week (focus is on training information) and the Newsletter (focus is on Competition Day information).
- Update Stack Team App with training schedule, What's On at Duncan Mackinnon This Week, Newsletter

Adhoc

- Provide assistance to parents if needed to access and use Team App.

A knowledge of Word Press, Stack Team app and Sports TG desirable but not essential.

** The estimated time commitment required as the website, Stack Team App and email newsletter Coordinator is 2 hours per week during the Summer season. More time will be required at the start of the season (September) to update the various platforms.