

# **WEBMASTER & DATA INFRASTRUCTURE VOLUNTEER**

## **JOB DESCRIPTION**

Updated April 21, 2021

- Appointed by Sioux Falls Fireworks Committee
- Responsible for:
  - keeping the Sioux Falls Fireworks Website current
  - updates to Sioux Falls Fireworks Facebook page
  - sending emails via Mailchimp
- Will only make changes or send emails that are input from the Sioux Falls Fireworks Chair, Fundraising Chair, or Sports Director
- Confirm with requestor the deadline for making the change. Requested changes will be made as soon as possible.
- Maintain open communication with Sioux Falls Fireworks Chair, Fundraising Chair, or Sports Director
  - All emails will be addressed between the webmaster and these three people
- Provide invoices to treasurer for all bills due for name domain, registration and website fees.
- Encouraged to attend monthly Sioux Falls Fireworks Committee meetings or if unable, provide written input to Chair prior to meeting.
- Maintain a complete list of passwords and communicate any changes to Treasurer.

## **REQUIREMENTS**

- Understanding of website maintenance, Facebook & mailchimp
- Minimum age of 21 years old
- Must have an approved volunteer application on file with SOSD