

SHOOTING SPORTS – AMERICAN HISTORY – CIVIC ENGAGEMENT



REVERE'S
—RIDERS—

TM

POSITION TITLE: WEBMASTER

PURPOSE: Manage Revere's Riders website and online discussion forum

LOCATION: This position may be accomplished anywhere. Occasional travel for strategy sessions, member training or partner development may be appreciated, but is not required.

KEY RESPONSIBILITIES:

- administer the Revere's Riders website at reversriders.org and online discussion forum at tavern.reversriders.org
- maintain all software and services associated with the Revere's Riders website and online discussion forum
- delegate administrative tasks as appropriate (e.g., online order management, forum moderator, etc.)
- assist Revere's Riders volunteers/instructors with use of the website and online discussion forum
- create/update appropriate documentation for the website and online discussion forum
- ensure that the website and online discussion forum are appropriately protected from online attacks
- present statistics and other information deemed necessary at Board of Director meetings

RESPONSIBLE TO: This position reports to the President.

LENGTH OF APPOINTMENT & HOURS: Service for at least a calendar year is expected; an estimated 10-15 hours per week will be required for duties.

QUALIFICATIONS: Demonstrated experience with creation, maintenance, and administration of websites is required for this position. This officer should be approachable and have a natural desire to form partnerships and relationships. Any individual in this position should have a humble "servant leadership" approach with a desire to coach and mentor other club members.

"Every American Choosing Liberty – Every Day!"
Revere's Riders, PO Box 856, Zionsville, IN 46077