

Service Unit Web Manager Job Description

Position Reports To: SU Manager / Manager of Business & Technical Services (GSRHC Staff)

Purpose:

To maintain online information for service unit leaders and volunteers.

Responsibilities:

1. Attends service unit team meetings and works with other team members to coordinate web content.
2. Submits web content to council using web-based form. Submits additional documents for posting (rosters, activity flyers, etc.) by file attachment.
3. Keeps web page current by submitting timely updates and requesting removal of outdated items.

Qualifications:

1. Good, basic computer skills, including ability to send and receive file attachments.
2. Internet access and an e-mail account.
3. No HTML or other advanced technical skills needed.
4. A registered member of Girl Scouts of the USA.

Training:

All instructions will be delivered by e-mail or online. Group meeting of Web Managers for idea sharing may be arranged if there is interest.