

**BANDON LIBRARY FRIENDS AND FOUNDATION
(BLFF)
VOLUNTEER POSITION DESCRIPTION**

1. Position Title

Webmaster

2. Work Location

No office space is provided. Primarily, work at home, in the library or wherever Internet access is available.

3. Purpose of the Position

Maintain the Bandon Library Friends and Foundation website: <http://bandonlff.org>

4. Responsibilities and Duties

- Update and maintain web site to keep it current and interesting.
- Find new ways to utilize the web site for communication with members.
- Attend meetings and actively solicit content from Board and committee members.
- Keep domain name ownership current.
- Use personal credit card to pay website provider charges and submit invoices for reimbursement.

5. Qualifications

- Familiarity with web sites and web software applications.
- Good writing and editing skills

6. Commitment Expected

Webmaster will spend approximately six to ten hours monthly maintaining the site and about 2 hours monthly attending BLFF Board meetings.

7. Training

- None; the current web application help and support is sufficient to support someone who has previous general familiarity with web maintenance.
- Internal documentation is available on access and passwords.

8. Other

Domain name is bandonlff.org. Current provider is 1and1.com and they provide "sitebuilder" software online for maintaining the site. Access is via an account id and password. Email accounts for <anyname>@bandonlff.org are also provided. Several activities have special email accounts set up such as bandonlibraryfriends@bandonlff.org for publicity emails, author (and travels and films)@bandonlff.org for the Monday series, treasurer@bandonlff.org, etc.