

Stowmarket Striders Running Club

Volunteer Job Description



IT Officer

Purpose and tasks:

To promote the Stowmarket Striders Running Club and keep its membership informed through use of word of mouth, online marketing, websites and newsletters.

Tasks include:

- Responsible for the clubs website ensuring it is up to date.
- Ensuring the domain name and web hosting bills are paid on time.
- Creation of the clubs newsletter and E-newsletter for distribution to the clubs members keeping them up to date with club news, events and results.
- Promotion and marketing of Club events
- Production of marketing materials
- Update and manage on-line event entry systems and Club race 'on-the- day' entries with race chip timing service providers
- Work closely with the PR Officer to co-ordinate event promotion.

Responsible to:

The Chairman.

Competences/Experience required:

Word-processing, e-mail (*including e-mail mail merge*) and website production skills are recommended.

Qualifications required:

None.

Commitment required:

Approximately 5 hours a week.

Support/Training required:

Possible courses to supplement existing IT / publicity skills may be considered. Web production software tool will be provided.

In signing this declaration, I have read the job description above and agree to represent the Stowmarket Striders Running Club as a volunteer performing the role described for the calendar year. In performing this role, I agree to abide by the Club Rules and policies on Codes of Conduct, Child Protection and Equity.

Name

Signed

Dated

For Calendar Year