



NCSS 65+ WEBMASTER

Job Description

General Duties

The Webmaster works under the direction of the Commissioner and is generally responsible for maintaining and timely updating of the league web site. The Webmaster is also responsible for the overall content and design of the web site, including functionality and appearance.

Specific tasks

Designs and updates the league web site (www.NCSS65.com) including at minimum:

1. Marketing info and general information about the league for good public exposure
2. Traditional Home page to direct league members to useful information
3. Rosters
4. Rules
5. Schedule
6. Standings
7. Other info that helps league members

Ensures managers report game scores in a timely fashion and records them on web site

Ensures web site is uniform and adheres to commissioner, league and traditional web standards

Maintains WIX or such other website software as needed for an effective League

Such other duties as may be assigned by the Commissioner