



Woodinville Toddler Group Job Description WEBMASTER

Summary: The Webmaster is responsible for organizing and updating the WTG website on a regular basis to attract new members and keep current members informed of activities, plans and schedules. The Webmaster also manages the G Suite Account (users, permissions, passwords etc.)

Estimated Time Commitment: ≈2 hrs/week; 8-10 hours/month

Peak Busy Times: August before school year begins and during Enrollment Kick-Off in the Spring, otherwise consistent flow.

Responsibilities

Check the webmaster email multiple times per week to ensure prompt response to post new/updated information and address any potential issues found with the website.

Organize, update and maintain the Woodinville Toddler Group website.

(www.woodinvilletoddlergroup.com). The website includes information on instructors, volunteers, classes, fees, parenting education, directions, registration and our course calendar. It should be kept as current as possible. Support will be provided by the website host, Squarespace, which provides technical support, and the previous year's webmaster, who can help with any other questions.

Renew appropriate website services.

All annual renewals require the webmaster to update credit card information online to their own personal credit card for payment. All fees are to be paid in August and will be reimbursed by the Treasurer after completion of a check request form.

- The renewal for our host, SquareSpace, is currently \$216, plus applicable taxes. (<https://www.squarespace.com/>)
- The renewal for the domain, [woodinvilletoddlergroup.com](http://www.woodinvilletoddlergroup.com), is currently \$11.98, paid to Acenet (Login here: <https://billing.ace-host.net/clientarea.php>).
- The monthly renewal of the plug-in login software is currently \$47.95/year, paid to AuthPro (<https://www.authpro.com/>)

Update and maintain online registration information. Ensure that all registration information used on the website is current and up to date for the associated school year. Information includes current year enrollment info, registration instructions, enrollment policies, enrollment types and tuition, class status (open, full, waitlist) and family requirements.

Post Orientation and School Start Dates on Homepage by August 1st for the upcoming school year. Post beginning and ending dates for each quarter on the Class Schedule page.

Assure All Open House Dates and Class Openings are Posted. Work with the Marketing Coordinator and Registrar to advertise the Open Houses in a timely manner and assure all class

openings are kept current. Advertise or promote individual classes on the home page as requested.

Maintain Board Updates Page under the Student Login. For Board transparency, update the Board Updates page monthly with the next board meeting date, agenda, previous months meeting minutes, and budget report. Meeting minutes may not be posted until approved at the board meeting. In addition, archive all documents from board meetings for the year on the same page as well as in the “Board” Google Shared Drive folder .

Identify and Create New Content for use on the Website. In addition to the program overview and associated information, identify ways to create new content for use on the website. Sample ideas might include photos from recent events and/or highlights from recent activities. For all photographs of children in the program, you will need to work with the Class Coordinators to ensure that appropriate photo release forms have been submitted.

Create and Renew Passwords. New passwords should be created at least once a year for students, board members and the administrator. Send out new passwords by June 1st to current and incoming President, Webmaster, and Instructors.

Manage Board Gmail Accounts & Google Admin Account. admin.google.com - Update each user’s (board member) name, recovery information, and password. Send each board member login credentials for their WTG Gmail account. Help troubleshoot login issues. Manage the Admin account.

Board Duties: Attend all monthly board meetings. Attend Board Set Up in August and Board Clean Up in May (children welcome).

Ongoing Duties:

- Review/Update calendar monthly for accuracy. This should have been populated in full at the beginning of the school year.
- Request from instructors and post “This Month at WTG” curriculum calendar at the beginning of each month.
- Post approved board meeting minutes, agendas, and budget summaries monthly to the board login as well as the Board Updates page under the student login.
- Archive approved board meeting minutes, agendas, and budget summaries monthly to the Google Shared Drive “Board” folder in PDF format. Information must be kept for 7 years.
- Periodically review analytics.

Additional Duties:

- Keep the Webmaster Shared Drive organized and up-to-date. Include all information pertaining to your job.
- Check your mail folder on a weekly basis.
- Present new ideas for keeping the website current to the board for deliberation.
- If using a MAC, save and post all documents as a word document or PDF file.
- Post updated job descriptions for all board positions by May 1st, or once available. Ensure that sensitive content is removed before posting online (i.e. passwords, accounts numbers, etc.)

Physical Items Held at the Home of the Webmaster:

- N/A

To Show Our Appreciation: This position is not allowed to be compensated, as Board Members have voting rights and for insurance purposes must be volunteers. In order to recognize the hard work of all board members, WTG holds a Board Appreciation event at the end of the year. All families who attend WTG, including board members, are eligible to apply for a Fee Waiver, if needed.

Calendar of Responsibilities	
Month	To Do
May(Attend if Possible)	•
June (Beginning of New Board)	<ul style="list-style-type: none"> • Maintain ongoing duties • Update recovery information and send each board member login credentials for their WTG Gmail account • Update and send out "WTG Board Resources" document to all board members • Set Out of Office responses and email forwarding for all vacant Board positions
July	<ul style="list-style-type: none"> • Maintain ongoing duties • Update and maintain that all registration information is current and up to date for the school year
August	<ul style="list-style-type: none"> • Post orientation and school start dates on homepage by Aug. 1 • Renew and pay for website services • Populate calendar with all events for the year • Update Class Coordinator information per the President • Update download link to Parent Handbook for new school year once available • Photograph Board and update Parent Board page on website • Attend mandatory board set up day
September	<ul style="list-style-type: none"> • Work with Marketing Coordinator to advertise open houses. Advertise or promote individual classes on the home page as requested • Send .csv of all updated Board Contacts to the Board for easy upload to their contacts folder
October	<ul style="list-style-type: none"> • Maintain ongoing duties
November	<ul style="list-style-type: none"> • Maintain ongoing duties
December	<ul style="list-style-type: none"> • Maintain ongoing duties (no board meeting) • Relax and enjoy the holiday season!
January	<ul style="list-style-type: none"> • Work with Registrar to update all registration information on the website for the next school year. • Maintain ongoing duties
February	<ul style="list-style-type: none"> • Work with Marketing Coordinator to advertise open houses. Advertise or promote individual classes on the home page as requested • Maintain ongoing duties
March	<ul style="list-style-type: none"> • Review Analytics on Squarespace and Google Search Console • Maintain ongoing duties

	<ul style="list-style-type: none"> ● Update Job Description
April	<ul style="list-style-type: none"> ● Work with Marketing to post information on nominating and voting for ParentMap's Golden Teddy Awards ● Maintain ongoing duties
May	<ul style="list-style-type: none"> ● Post updated job descriptions for all board positions by May 1st, or once available. (Amend sensitive content) ● Attend mandatory board clean up day ● Prepare and update helpful resources for the next Webmaster and place them in the "Webmaster Resources" file on the Webmaster Shared Drive.
June	<ul style="list-style-type: none"> ● Create new passwords for students, board members, and administrator. Send out new passwords by June 1st to current incoming President, Webmaster and Instructors

Updated May 2022