

Pack 374 Leader Position Descriptions

WEBMASTER

Pack Committee

Position Description

- Responsible for maintenance & upkeep of pack's online web sites.
- Interfaces with web hosting providers.
- Ensures any necessary web site fees are kept current and paid.
- Ensures public-facing web sites and social media pages have a professional appearance.
- Becomes the subject matter expert on various pack online web sites (private advancement tracking web site, public web site, public social media page, private social media group, etc.).

Desired skills & requirements

- General computer and web skills.
- Familiarity with WordPress, including updating pages, themes, and plugins.
- Familiarity with social media sites.
- Assists pack and den leaders with web sites, as needed (e.g. entering advancement, updating calendar, updating social media site, etc.).
- Regularly attends monthly pack committee meetings.
- Supports the policies of the BSA.
- Will complete Youth Protection Training before starting in the position.
- Will complete online training for "Pack Committee (MC)" within 30 days of registering.

Estimated hours per week, average

0-2

Leader uniform required

No, but encouraged.

Position description implemented

3/15/2018