West Seattle Women's Golf Club
Web Site Administrator Duties

Background:

The Web Site Administrator serves as the primary contact for all aspects of the WSWGC website, handling a range of responsibilities that may include **web design and development, routine site and content maintenance, and various updates to ensure the site align with the goals and objectives of the club**.

Duties of the Web Site Administrator:

Responsible for maintaining the website and server for the WSWGC (www.westseattlewomensgolfclub.com). Working closely with the WSWGC board members to design or update the website, fixing website errors and creating a response plan for down servers and running tests to make sure designs or updates function properly.

- Managing and monitoring server performance.
- Configuring web server(s).
- Uploading and updating web pages.
- Check that hardware and software are functioning correctly.
- Designing the website.
- Conduct tests and other performance measures, as needed.