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Troop 222 Webmaster Position

## GENERAL INFORMATION

Assignment: Elected by the troop or appointed by the Senior Patrol Leader, Assistant Senior Patrol Leader, current-webmaster, or Scoutmaster.

Term: 4-6 months

Reports to: Assistant Senior Patrol Leader/Adult Webmaster

Coordinate with: ASPL, Adult Webmaster, Troop Committee, Troop Historian, Troop Scribe, and others that may be requested.

## QUALIFICATIONS

Age: none

Rank: none, but First Class or above recommended

Experience: none, but experience in using Weebly Website management preferred.

## OBJECTIVES

Help maintain an up-to-date information site for use by scouts, parents, and interested boys. Improve communication in the troop.

### Training

* Attend any troop Junior Leader Training offered by the Troop or the Council.
* Get Trained Patch by attending the Introduction to Leadership Skills in the Troop (ILST).
* Find other ways to improve in leadership.

### Attendance

* Attend 60% or more of troop meetings, Patrol Leaders’ Council meetings (in Troop 222, attendance at PLC meetings isn’t required), outings, and service projects.
* Fulfill the requirements of this position for 6 months.

### Uniform

* Set the example by wearing your uniform correctly.
* Wear all the parts of the troop uniform (including pants), and all required badges correctly.

### Behavior

* Set the example by living the Scout Oath and Law in your daily life.
* Show Scout Spirit in everything you say and do.
* Give your best effort.

## SPECIFIC DUTIES

Pick one item from each of the give categories below, and complete them during your term in this position (or do more than one).

### Data Collection

* Collect facts about scouts and troop activities to be posted on the website.
* Collect and submit pictures about scouts and troop activities. Compile them on the Troop Activities page on the site.
* Collect information for troop calendar, news, and other information for the website.
* Collect documents, forms, fliers, or other documentation for the website (or online resources).
* Collect updated information about new and former members of the troop.
* Collect scout e-mail addresses to improve communication among patrol leaders and scouts.
* Collect and submit backpacking recipes, outing reports, and articles from scouts.
* Most of this work will mainly be from the Historian. Work with Historian to present data.

### Promotion

* Promote the website in troop meetings.
* Introduce new, incoming scouts to the website. Provide them with the website URL.
* Write a brief welcome letter to new and incoming scouts to be posted on the homepage.
* Design and run one troop website “scavenger hunt” to draw scout attention to the website.

### Research and Development

* Assemble a slide show from activity photographs downloaded from the troop photo gallery; then run the slide show at a Court of Honor.
* Find helpful links to add to the site that scouts will like and use.
* Develop ideas and resources for the “patrol” section of the website.
* Contribute any ideas to improve the website overall.
* Gather feedback from the scouting body to hear their say on how to improve the website.

### Maintenance

* Help keep troop information up-to-date and published in a timely manner.
* Check all external links on the website to see if they are still active. Change them where necessary.
* Maintain all submission forms, information, pages, and other data that will change.

### Training

* Upon finishing 6 months of service, train the next troop webmaster for the position.

Job Description format by Nicholas Khor.

Credits go to a Troop Webmaster Position job description that I refer to. The online link is no longer available, but I printed it out a while back. All such copyrights belong to that specific Troop.