Job Description

Internet Web Site Manager

Volunteer Position – Community Service

Responsibilities:

Maintain web site for Hawthorne Animal Rescue Team (HART)

1. Post new content as requested by HART
2. Remove and archive old content
3. Ensure links work properly when content is changed
4. Service and maintain on-line database for resident’s pet(s) information
	1. Database must allow for multiple entries from same residence
	2. Database must allow for owners to submit information including name, address, contact phone number/text messaging information, contact email information, pet’s name, photo(s) of pet, comments, and optional pet microchip information (chip manufacturer, chip type, chip serial number, etc.)
	3. Removal of information by request of pet owner (no accounts or passwords required)
	4. Modification of database as required due to evolving conditions
5. Service and maintain links page with links to affiliated and/or community web sites or other web sites as requested by HART
6. Identify resources (free web site hosting, etc.) that would benefit HART
7. Move web site as necessary if free hosting is terminated, or if an alternate host is requested by HART
8. If possible, upload information to web browser databases to increase access to search engines
9. Train a replacement volunteer when period of service nears conclusion