



Troop Webmaster

Scout Leader Position Description

Responsible To: Assistant Senior Patrol Leader and Committee member, Webmaster

Minimum Rank for this Job: First Class

Ranks that this job may apply toward: Star, Life, Eagle

Job Description: The Webmaster is responsible for ensuring the Troop web site contains the information needed by the Troop 288 scouts.

To be an effective Webmaster, timeliness is paramount as outdated information is of little value to the Troop. The primary value of the Webmaster to the Troop is keeping the "Upcoming Events" current, the Scribe's records accessible, and the Historian's pictures available to those who wish to view them.

To be eligible for the Webmaster role you need to demonstrate a familiarity with web skills such as use of Microsoft FrontPage and Adobe. Scout must have access to a computer with a reliable internet connection with a basic word processing program, email program the ability to download and use Troopmaster and the ability to convert Word Documents into PDFs.

Specific Duties:

1. Timely updates are essential and must be made weekly (either Monday evening after each Troop meeting or no later than Tuesday afternoon).
2. Manage digital (PDF) documents and Committee minutes and upload to Troop web site as needed.
3. Update the Troop Calendar and Outing pages on a regular basis.
4. Work with Historian, scribe, librarian on projects involving web page.
5. Obtain Web site improvement ideas at PLC's and work on implementation with approval of ASM-Webmaster.
6. Work with the ASM-Webmaster and Communications Chair coordinate web site updates.
7. Set a good example.
8. Enthusiastically wear the Scout uniform correctly.
9. Live by the Scout Oath and Law.
10. Meet Active Scout Requirement.
 - a. Attend the Troop Leadership Training (TLT) session at the beginning of the term.
 - b. Attend the annual Troop Planning Conference, make updates arising from conference.
11. Lead one (1) Troop activity as SPL.

I have read and understand the responsibilities I am agreeing to fulfill in taking this position. If I don't fulfill all of the job requirements as outlined above, I understand I will not receive leadership credit for this position toward rank advancement.

Print Name

Signature

Date



Webmaster Evaluation Form - Troop 288

This form is to assist you in satisfying the requirements for rank advancement which have been approved by the Scoutmaster. Use this form throughout your term as Webmaster to record your accomplishments. Space under requirements left blank will be considered as “no effort” made on this requirement.

Name: _____ Date: _____ to _____

Complete Troop Leadership Training.

Timely updates (weekly) to troop website. Update troop calendar and outings pages.

Work with Historian, Scribe & Librarian on projects involving web page.

Collect, organize and publish information for quarterly newsletter at each COH.

Make copies of forms and procedures needed for troop operation.

Use the space below to list any additional accomplishments you feel contributed to fulfilling leadership requirements for this position