



Destination ImagiNation  
**Clarence DI Boosters**

P.O. Box 249  
Clarence , NY 14031  
[www.clarencedi.com](http://www.clarencedi.com)

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### **Webmaster Job Description**

- Be the main contact for all aspects of the [www.clarencedi.com](http://www.clarencedi.com) website.
- Ensure that the website is current at all times.
- Ensure all aspects of the site are refreshed to represent the new DI year.
- Work with the President to update the “Letter from the Boosters Prez” quarterly or as needed.
- Update the “Calendar of Events” as warranted.
- Coordinate pictures from team managers to update the photo album section.
- Keep the “Contact Us” section updated with the agreed on contact.
- Designate and train a Back-up Webmaster to perform those duties in the absence of the Webmaster.
- Act as a support for the Fundraising Committee with respect to the “Cause United” link, on the website, to generate fundraising dollars.
- With the assistance of the Public Relations designee, search out opportunities for further exposure of our website and program by placing links on other’s websites.
- With the assistance of the Registration Committee, automate the DI registration process to an on-line format using the website.
- Perform such other duties as may be designated by the President or the Executive Board.