

Townes of Coppermill Associate Webmaster:

Position Description: The Townes of Coppermill Board of Directors seeks knowledgeable volunteers to assist the Association's webmaster in the design, implementation, and maintenance of the Townes of Coppermill website. This position is an unpaid community service opportunity and a chance to get involved in the website committee that provides counsel to the Coppermill Board of Directors. This position requires approximately 1-2 hours of volunteer time per month although that estimate could be higher or lower dependant upon the work to be completed for the website and how the labor is divided across the committee.

Position Requirements: Because this position is website maintenance, the board seeks a volunteer who is familiar with the programming language HTML. This volunteer does not need to be an expert or partake in website development as a career, but should have fundamental development skills in web design, web implementation, website maintenance, tagging, linking, and basic level HTML skills. A basic knowledge of scripting would be desired. The website host provides a service that allows users to develop content using a web design interface. Upon selection, the volunteer shall be required to spend approximately 1 hour with the webmaster learning about how to utilize this interface independently and how to log in and log out of the website maintenance account. The volunteer shall also be required to read and accept as well as adhere to the most current version of website "policies" that have been approved by the Coppermill Board of Directors.