



## WESTERN PACIFIC RAILROAD MUSEUM

	SECTION	SUBJECT
	<b>VOLUNTEER POSITION DESCRIPTION</b>	<b>Webmaster</b>

**Position Title:** Webmaster

**Description/Purpose of Assignment:** The webmaster is responsible for the Feather River Rail Society's website and web hosting services. Web hosting services include, but are not limited to, the web cams, email forwarders, routine backups of the website and related files, routine file system maintenance, maintaining website security, monitoring website activity, maintaining regular communication with the FRRS Board of Directors, department heads, volunteers, members and the general public. Additionally the webmaster is responsible to ensure the website and related activities are consistent with all FRRS policies and applicable local, state and federal laws. Special attention is made to respecting copyright protection of non-FRRS owned works.

This position is vital to the museum and requires patience and strong attention to detail.

**List of Tasks:**

- Routine maintenance and enhancement of society website
- Working with other departments and event coordinators to promote events at the museum
- Creation and maintenance of on-line society calendars
- Creating routine reports to the board of directors
- Creating and maintaining of on-line tools for society events (e.g. Train Crew Sign Ups, Convention Registration, etc.)
- Creation of articles for *The TRAIN SHEET* on a regular basis

The webmaster ensures that all work is in accordance with the FRRS adopted guidelines, operations bulletins and policies.

Additionally the webmaster:

- will encounter privileged and confidential information as part of the on-line registration tools and will ensure the information is treated appropriately
- will inform the society secretary of all passwords for the site, YouTube channel, web hosting login, etc.
- will solicit input from members and the general public for additional materials or improvements for the website

The webmaster may be assigned other responsibilities as described from time to time by the general superintendent or the FRRS President.

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The general superintendent of the Feather River Rail Society appoints this position with the approval of the FRRS President or Vice-President.

The webmaster reports to the general superintendent.

**Outcomes/Goals:** The volunteer will know the assignments of the webmaster and will have performed them successfully according to acceptable Feather River Rail Society policies and procedures.

**Training:** All volunteers are required to attend the Feather River Rail Society volunteer training.

The webmaster is invited to attend the annual Operating Department required rules testing and training. The webmaster may perform the training for the operating department members for the web-based portions of the training and should be prepared to answer questions from the attendees of the training.

The webmaster may appoint an assistant webmaster with the approval of the general superintendent.

**Reporting:** All volunteers are expected to maintain a time log of hours worked. This log will remain in the Volunteer Lounge, Operations Office or other location described from time to time. The general superintendent may request additional reports, such as progress reports.

**Time Commitment:** WPRM prefers that each volunteer agree to a minimum of hours per month to museum service, but fewer hours are accepted. Any work that can be completed at home or outside the museum may be done at the convenience of the volunteer, provided it has been approved.

The webmaster should expect an on-going time commitment of approximately 10 - 80 hours per month. On occasion, the volunteer should expect to travel to special events representing the museum.

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**Qualifications Needed:** Webmaster candidates should possess an attention to detail, have strong written communication skills, enjoy handling large responsibilities, interacting with the general public and strong computer and IT skills.

Previous experience as a webmaster, assistant webmaster, supervisor, or other museum staff position will be taken into consideration in determining qualification for this position.

Successful webmaster candidates will either have, or be willing to learn, the following technical skills:

- HTML programming
- UNIX shell programming (Bash, Python, Perl)
- C/C++ programming
- Standard UNIX shell command usage (e.g. cp, mv, rm, ssh, sftp, sed, awk, grep, convert, mail, cron, rsync, sort, etc.)
- UNIX Text editor (e.g. vim)
- UNIX make utility (usage and configuration of sophisticated makefiles)
- Graphic creation and modification tools (e.g. paint, gimp2)
- YouTube hosting of web site material
- Use of Google Analytics tools to monitor and report web site usage

**Term of Service and Length of Service:** This position has a term of one year, but can be re-appointed by the general superintendent or the FRRS President an indefinite number of times.

**Scope of Authority:** The webmaster has the authority to change the website and its content, the email forwarders, YouTube videos and related material under the general guidance and direction of the general superintendent.

**Working Relationship:** The webmaster must have a close working relationship with the society secretary, the general superintendent, other existing departments and their volunteers, newly developed departments, foundations or companies that provide grants and contractors and their subcontractors.

**Progress Review:** The performance of the webmaster is monitored on an ongoing basis and reviewed at least annually by the general superintendent or the FRRS President.

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Previous experience is not needed, but training is required.

The ability to write neatly and legibly is preferred.

There is one class of the superintendent of operation position:

1. Webmaster

Other documents:

- FRRS Policies and Procedures
- Volunteer Manual

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