

MTM VOLUNTEER JOB POSTINGS



The Michigan Turn Marshals are looking for volunteers who are interested in assuming the following club duties:

Webmaster

The MTM Webmaster is responsible for all aspects of maintaining the MichiganTurnMarshals.org & JoinFandC.com websites and associated on-line accounts.

Internet account responsibilities include managing the domain registrations, website hosting, sponsor's billing invoices, and monitoring and maintaining the membership database.

Website content responsibilities include updating the MTM Schedule, News & Newsletter/Archive, and Photos & Photobucket pages. Additional responsibilities include publishing the worker count spreadsheets, and composing and sending out mailing list emails announcing upcoming events.

Qualifications: Most important is a commitment to accurately maintain and update the website in a timely manner. Working knowledge of HTML, JavaScript, FrontPage, Word, Excel, and Access is required. Internet access is required, but PC hardware, software, and detailed instructions and training will be provided. The job requires approximately 1-3 hours per week during the racing season.

Newsletter Editor

The Editor is responsible for publishing relevant, interesting and entertaining news content for the MichiganTurnMarshals.org and MTM Facebook websites.

Specific responsibilities will be to work with the Webmaster to gather, create and publish news articles and newsletters online. The Editor will monitor other relevant websites and forums (WHRRRI, SCCA, LEC, etc.) for feeds that could be used to create MTM news articles.

Additionally, the Editor is the primary facilitator for maintaining news feeds and discussions on MTM social networking sites (Facebook, MySpace, LinkedIn, etc.)

Qualifications: Good people communications skills are a must. Working knowledge of Microsoft Word and/or a newsletter publishing application is required. Knowledge of the operation of online forums (including Facebook) and RSS news feeds is desirable. Previous experience with creating and publishing news articles is also desirable, but not essential. The job requires approximately 1-2 hours per week.

Contact John Lisiecki or Ed Arthur if interested in applying

2/01/2011