

WEBMASTER DUTIES

Ensure all WordPress software is current.

Back up data regularly.

Keep website data current. i.e.

- Booked and available tour page. Tour particulars will be forwarded to you by the tour director.

- Check for dead links and remove/revise as necessary.

- Master Volunteer Schedule.

- Observatory Maintenance List.

- Open House/Special Event status.

- Open House Volunteer Schedule.

- Upcoming events.

Add new items as required/requested.