



## Volunteering For VUBC

Thank you for considering volunteering for VUBC.

Below are the details for the role of: **Website Administrator**

The VUBC requires an individual to take over the responsibility of maintaining its website. As the website administrator, you will be in charge of:

- Making regular updates and backups
- Developing and improving the site
- Managing disk space and mailboxes
- Liaising with the ISP regarding issues such as renewal, upgrades, bugs, etc

As this is a technical role, it would suit someone with a background in web development/administration. **Training will be provided** although some knowledge in the following areas would be desirable:

- HTML
- Javascript, PHP
- MySQL or PostgreSQL
- Networking protocols such as FTP, SFTP

Please do not feel daunted by the specifics of this role. On average, you will only need to work approximately one hour per week.

If you would like to undertake this role or would like to know more, please send an enquiry by clicking on the '[Contact Us](#)' link on the website.