



Volunteer Position: Website Manager (Webmaster)

Date Posted: May 2026

Location: North Vancouver

Role Type: Volunteer (counts toward mandatory volunteer commitment for the season)

Role Overview

The North Vancouver Minor Hockey Association is seeking a **Volunteer Website Manager (Webmaster)** to oversee the ongoing management and updates of the NVMHA website. This role plays an important part in keeping families, players, coaches, and volunteers informed throughout the season.

The Webmaster works collaboratively with the **Registrar and Administrator, Director of Hockey Operations, Social Media Team, and Board of Directors** to ensure website content is accurate, timely, and aligned with association priorities.

Key Responsibilities

- Maintain, update, and manage the NVMHA website on a regular basis
 - Post and update key information including:
 - Registration details and deadlines
 - Schedules, events, and announcements
 - Policies, forms, and association documents
 - News and updates approved by the Board or Directors
 - Coordinate closely with:
 - **Registrar and Administrator** for registration-related content
 - **Director of Hockey Operations** for hockey operations updates
 - **Social Media Team** to ensure consistent messaging
 - **Board of Directors** for official communications and announcements
 - Ensure website content is clear, organized, and easy to navigate
 - Perform basic troubleshooting and liaise with website hosting or platform support if required
 - Assist with seasonal updates (start-of-season, playoffs, tryouts, evaluations, etc.)
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Skills & Qualifications

- Comfortable working with website content management systems (e.g., TeamSnap, WordPress, or similar)
 - Strong attention to detail and organization
 - Ability to communicate clearly and work collaboratively with volunteers
 - Reliable and able to manage updates throughout the hockey season
 - Previous web or digital experience an asset, but **not required** (training/support can be provided)
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Time Commitment

- Varies throughout the season
 - Typically a few hours per month, with increased activity during registration periods and season start
 - Flexible schedule
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Why Volunteer?

- Fulfills **mandatory volunteer commitment** for the season
 - Supports local youth hockey and community engagement
 - Great opportunity to contribute skills, gain experience, and be part of the NVMHA team
 - Work closely with a dedicated group of volunteers and leaders
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How to Apply

Interested volunteers can contact **Kristine** - secretary@nvmha.com or sign up through the Google Form [here](#).