
Position Description

Volunteer Webmaster and Database Administrator

Overview

Doggie Rescue is a charity organization dedicated to rescuing dogs from death row at council pounds in the Sydney area and finding them new 'forever' homes. We currently have a vacancy for a Volunteer Webmaster and Database Administrator to look after the Doggie Rescue website and associated database. The Doggie Rescue website (www.doggierescue.com) is central to day-to-day operations. It receives over 1.2 million page views a year and is the face of Doggie Rescue for many of our supporters.

This role is expected to require a few hours a week.

Purpose of the Role

Initially the Webmaster part of the role is needed to keep the website up to date with new articles and minor changes to various pages. The Database Administrator part of the role is needed to deal with regular database maintenance (such as backups) and to assist with problems and issues.

The longer term goal of the role is to introduce content management for the website and enhance the functionality of the database to keep pace with the evolving needs of the organization.

Skills, Experience and Other Requirements

As Webmaster and Database Administrator you will require a thorough understanding of HTML, good knowledge and experience with Adobe Dreamweaver (CS4 or later), in-depth knowledge of MySQL and PHP and experience with integrating PayPal into HTML web pages. The website maintenance may include a small amount of web page design work, but this is not a major part of the role.

The work for this role is largely home-based but there is some requirement to visit our Ingleside shelter from time to time for troubleshooting and user assistance. As a home-based role you will need your own computer with Adobe Dreamweaver CS4 or later.

Please note that this role is not suited to students wishing to complete a project as part of their course/training or to people looking for web design opportunities.

Applications

If you have the skills and experience needed for this role and would like to work in a volunteer role, please send your résumé in the first instance to orders@doggierescue.com. This email address can also be used for any enquiries regarding the role.