

Appointed Executive Board Positions

# WEBMASTER APPLICATION

2017-2018

New York District Key Club



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Dear Applicant,

Thank you for taking an interest in applying for the position of district webmaster. The district webmaster is the key communications and public relations person for the district in all technology related aspects. This person is charged with sharing news, correspondence, and promotions from the district board to the clubs in your district and with promoting district events in your community. This role is a good fit for a person who enjoys regular communication with fellow board members and club representatives, has excellent technology and designing skills, and is willing to learn and follow Key Club graphic standards. The district webmaster also has to have experience with website management. Thank you so much for your interest in further serving the members of the mighty New York District! Good luck with your application and please keep in mind that the deadline for the application is Friday, April 14<sup>th</sup>, 2017 at midnight and that no late submissions will be accepted. Please email your completed application with all required supplements to [nydconference@gmail.com](mailto:nydconference@gmail.com). Good luck!

Yours in service,

New York District Key Club Staff

**Basic Information**

Name of Applicant: \_\_\_\_\_

School: \_\_\_\_\_

Home Key Club: \_\_\_\_\_

Division: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone Number\*: \_\_\_\_\_

\*Please note that it is important that you enter a phone number through which you can easily be reached. You may be called for a brief interview if more information is needed following a review of your application.

**Application: Part I**

*Part I of the District Webmaster Application will ask you to respond to several questions and prompts listed below. Please answer them to the best of your ability.*

1) In your own words, what role does the webmaster play in serving the district?

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2) What past experience do you have that qualifies you for the position of district webmaster?

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3) What types of coding / programs are you experienced with and to what extent can you use them?

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4) What would your goals for next year be if you were appointed to this position?

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5) Are you familiar with graphic standards?

YES

NO

6) Are you familiar with the District website? In what ways do you hope to improve it?

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**Application: Part II**

*Part II of the District Webmaster Application will ask you to provide samples of your work*

1) Please provide a link to a sample website you have designed / worked on, with proof that you are the website's webmaster. Also, please attach any videos, T-shirt designs, publications, or graphic designs you have worked on to supplement your application.

2) Include a letter of recommendation, preferably from your Kiwanis Committee Representative or Key Club Advisor and have it signed.

PLEASE NOTE ONCE AGAIN THAT THE DUE DATE OF THIS APPLICATION IS FRIDAY, APRIL 14<sup>th</sup>, 2017 by MIDNIGHT. NO LATE SUBMISSIONS WILL BE ACCEPTED. If you have any questions, please do not hesitate to contact [nydconference@gmail.com](mailto:nydconference@gmail.com). Thank you so much for your interest in the position of district webmaster.



[www.nydkc.org](http://www.nydkc.org) | [www.keyclub.org](http://www.keyclub.org)

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