

TOP OF THE HILL GANG

(A Ski and Sports Club)

PO Box 497

Bedford, MA 01730-0497

Job Description

Web Master

General Goal: To carry out the purpose of the Gang by providing the means for all members of the Gang to participate in events and activities tailored for common taste and fellowship of those persons over 50 years of age.

Request payment for annual maintenance of web page.

Update the page on a monthly basis.

Maintain photo gallery and replace pictures in a timely manner.

Maintain the current format: general information, Photo gallery, What's happening section and an appropriate lighter vein section.