

## **Position open: Statistician/Webmaster**

**Start date:** ASAP

**Apply to:** Chris Durance-Watkins ([georgiaragracing@gmail.com](mailto:georgiaragracing@gmail.com))

### **Job description:**

- *Maintain event schedule*
- *Process results from events* so that they are posted on the event schedule and shared with the editor of Line & Lure
- *Add newly registered dogs* to Grading Guide as directed by the Registrar
- *Update Grading Guide* using event results and compute each participant's racing average/grade, track their number of meets completed, credit winners with ARX/NARX points, DPC credits, and High Combined wins
- *Record, produce, and distribute titles* to the dog's owner(s) as new titles are earned at CWA meets
- *Update the website title lists* as new titles are earned
- *Keep Grading Guide current* with information regarding non-CWA titles, ownership changes, and retirements, as communicated by dogs' owners
- *Publish multiple sorts of the Grading Guide* on the website in a timely fashion
- *Promptly respond* to program participants' questions regarding scoring, the Grading Guide, and title progress
- *Tally current year standings* for Top Ten Race Dog, Conformation Dog, and High Combined and publish to the website quarterly
- *Tally All Time Top Dogs standings* annually for publication to the website
- *Retain historical records* of events, Grading Guides, club publications, titles earned, and yearly standings on the website
- *Revise the Constitution/Rulebook*, as needed
- *Revise Application for Registration*, as needed
- *Generate club ads* for the Whippet News Annual
- *Submit quarterly reports* on the website/program status

### **Skills necessary:**

- Ability to work independently with a focus on details, and focus with a high degree of accuracy
- MS Excel proficiency, including sound spreadsheet construction principles, facility with searching spreadsheets, use of formulas, and data sorting
- MS Word proficiency, including construction of structured documents, autonumbering, footnotes, and creation/maintenance of Tables of Contents and Indexes
- PhotoShop proficiency for use in developing advertising, logos, and titles
- HTML programming using a plain text editor is required.
- Experienced user of FTP for website maintenance
- Collaboration with the CWA team is required (Registrar, race secretaries, Line & Lure editor, program participants, and the CWA BOD)
- Candidate to be thoroughly familiar with the CWA program and rulebook

### **Equipment/software required and is not provided by CWA:**

- Workstation, printer, scanner required
- Microsoft Office – Excel and Word required
- Adobe Photoshop and Adobe PDF (with PDF editor functions) are required
- Automated cloud backup of the workstation is required

**Hours:** Variable and flexible. Approximately 2 hours per scheduled race meet to process results, Grading Guide, Titles, and update the website. Heavier work schedule for quarterly reports and end of year data processing.

**Compensation:** None. This is a volunteer position.