JOB DESCRIPTION – WEB PAGE PROOFREADER

JOB/TASK: Web Page Proofreader
NUMBER OF PERSONS NEEDED: 1-3
TIME COMMITMENT/FREQUENCY: 1-3 hours/month
SUPERVISOR /CONTACT: Webmaster
REFERENCES: (people who have done this job and would be willing to answer questions about it) Bettie McElroy

Duties: The Web Page Proofreader is responsible for scanning every web page on the Lewinsville website regularly and inform the Webmaster when a page needs updating, when a typo needs correcting, or when a page is no longer relevant to the site. The Webmaster creates page assignments for each reader. Each Proofreader will keep a list of pages proofed and the date last proofed, and will look at each assigned page at least once a month.

All pages on the Lewinsville website have a "date last updated" at the bottom to make it easier for each Proofreader to know if the page needs re-reading since the last time proofed.

Expertise Required: No technical expertise necessary. Knowledge of Lewinsville Church programs and activities is helpful.