



Guadalupe Home & School Club

Directory

General Duties:

- This role involves the support of online applications used by the Guadalupe Home and School club and the Guadalupe school community and informing new teachers and support staff of the online applications used.
- Shall be the admin for GHSC toolkit, GHSC.NET, Google drive and Gmail accounts
 - Toolkit and Directory Chair:
 - The Toolkit application is used by the Guadalupe school community to sign up for volunteer positions, community events, order items from the online store, pay fees, purchase event tickets, etc
 - Makes updates to the application in preparation for the beginning of the school year (Toolkit Relaunch)
 - Maintains the school directory (list of faculty and students)
 - Creates / maintains Toolkit stores, forms and fundraiser campaigns to facilitate Guadalupe events/activities throughout the school year
 - Performs activities at the end of the school year to ensure toolkit data for the previous school year is archived.
 - GHSC.NET (Home and school club website):
 - The directory chair maintains current board member bios, list of board contacts, list of event leaders and any additional updates as requested by board/committee chair leads. They also coordinate with the communication chair on content updates.
 - Google Accounts/Drives:
 - The directory chair is responsible for the onboarding and offboarding of new GHSC board members and committee chairs (as needed), ensuring the appropriate process is followed for data archive at the end of the school year and the handover of roles is completed.
- Additional applications used - Wordpress, Wordfence, Stripe, GoDaddy, PayPal
- Be present for monthly All Member GHSC Board Meetings