HYTES Volunteer Position: <u>Student Database Developer</u>

<u>RESPONSIBILITIES</u>

- To design and establish a comprehensive, user-friendly, electronic database of all HYTES scholarship recipients that can be accessed from a central portal and used for the purposes of tracking student progress, creating a yearbook, raising funds and improving communication.

- To instruct other HYTES volunteers how to use and update the database once it has been developed.

<u>QUALIFICATIONS</u>

The computer wizardry needed to create user-friendly electronic databases and the willingness to contribute your special talents to HYTES for the duration of this project. Experience in creating similar databases would be considered an asset.

<u>ORIENTATION</u>

An overall orientation to HYTES will be provided upon acceptance of volunteer position. Fellow HYTES volunteers assisting with this project will offer an overview to the specific position and be on hand via email or phone to address any questions or concerns regarding this volunteer position as they arise.

<u>TIME AND PLACE OF WORK</u>

At your home, at your leisure (given that any deadlines set between the HYTES team and yourself are met!) using your own computer equipment/internet connection/required software.

<u>COMMITMENT</u>

To fulfil this HYTES volunteer role, you will be expected to provide support to the HYTES Board of Directors on an ad hoc basis for a minimum of one year or until the database is fully developed and training in its use has been provided.

<u>ADDITIONAL INFORMATION</u>

If possible, the database should include report compilation functionality, ie. the ability to create reports of all Form 4 students, or of all money funded in any given year, or which of all the students have submitted applications for succeeding years, etc.

<u>HOW TO APPLY</u>

Please email your expression of interest in this volunteer position, and confirmation that you agree to the duration/time commitment and all other parameters outlined above, to: <u>volunteer@hytes.org</u>   Thank you very much!!