

A Chance to Volunteer

IT Volunteer Team Member Needed



Scope: This volunteer job is to maintain and develop new programs for the CASI Member System (CMS) database, as required by the database users and CASI board members.

CASI is a charity based organization and the work will be charity driven. This is a volunteer need, there will be no payment for the hours worked on the database or website software; just a great satisfaction of helping to maintain the mission of CASI. The web sites' URL are casichili.net for the public and the internal CMS work is casichili.com. The project structure consists of 4 sections. Events (cookoffs), CASI Membership, Tally (maintaining cooking points) and the CASI "newspaper" called the Terlingua Trails. Each section has a volunteer coordinator who keeps the sections up to date on a daily basis. CASI exists all over the USA, so location of the volunteer is not a key concern. Email, phone conference, web online links are tools to be used.

Job Description: The work will be using the following software tools. Caspio and Weebly. Database Development and changes will be done on the Caspio site and the developed data page will be deployed to the Weebly web page. The scope of the job at first will focus on the Caspio work. Caspio is a configuration tool using procreated macro type structures. The code will run on the Caspio site with a set of embedded code deployed to the Weebly web site. The developed data pages use tables as the input and output which are much like a spread sheet.

Job Duties: 1) Become familiar with the Caspio tools, 2) Respond to help tickets defining issues and new requests, 3) Work with the WEB support personnel doing the Weebly web pages where the Caspio linkage code exists, 4) Make small changes to the existing Caspio web pages as approved by the CASI IT team, 5) Supply the Caspio data page linkage code to the web page support person after testing by the team, 6) Document existing process where documents are missing, 7) Interface with the IT CASI Board director on status as required, 7) Support the coordinators for the following processes: Events, Membership, Tally, Trails paper, 8) There is a set of extracts from the previous CIS system that may have to be converted into the new CMS system as history depending on requests.

Job Skills Required: 1) Good software design process development, 2) Database design desired, 3) Produce documentation for guides for coordinators, 3) Good people interface skills as many of our users have limited computer knowledgeable, 4) Spend time as it allows learning Caspio and Weebly, using the many videos and documents available, 5) Good knowledge of SQL and spread sheets will be an asset, 6) Office 365 is a tool currently used to share files and manage issues.

Assets: A good high speed internet connection and a good laptop would be an asset.

Time Commitment: Of course, people have a job and other time commitments, so CASI asks that the CASI database site work be worked in with the real life of its people. Normally the time needed is like a few hours a week once a person has learned the tools and become familiar with the existing process. An existing support person will be available to tutor and mentor the applicant.

If you have a strong desire to be part of the CASI IT team and a need for satisfaction that your volunteer work will help others, then contact: Keith Longabaugh, casikeith@gmail.com or Dave Hewlett , davehewlett@msn.com .