



Association Manager Duties and Qualifications:

Position Summary:

Association Manager is responsible for overseeing the operations of the association, providing administrative support and the coordination of services necessary to comply with USBC bylaws and policies and may require working evenings and weekends. For example: process membership, record retention, and financial stability.

Supervised By:

Reports to and is selected/hired by the board, who will allocate additional human and financial resources on a task basis as necessary. Association Manager reports to the board on a regular basis (at least quarterly); to national as requested; and to the membership at least once a year.

Supervises:

- Association Manager receives reports from staff and committee chairs.
- If staffed, paid clerical assistant(s) will report directly to the Association Manager.
- Volunteers assigned to support the Association Manager will report to the Association Manager for those tasks assigned by the Association Manager or association board.

Duties and Responsibilities

In addition to the mandatory requirements in the USBC Bylaws and USBC Association Policy Manual, the duties and responsibilities of this position include but are not limited to the following:

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Additional Responsibilities:

- ☐ Implement directives of the association board
- ☐ Responsible for hiring and managing office staff (if appropriate)
- ☐ Responsible for membership and awards processing
- ☐ Oversee membership recruitment
- ☐ Maintain averages and yearbooks
- ☐ Oversee public relations campaigns
- ☐ Responsible for organizing special events, tournaments, clinics
- ☐ Report as necessary to those governing bodies as directed



Qualifications:

The Association Manager should have knowledge of bowling; management, customer service, office and organizational skills; and basic computer skills. Experience with processing USBC memberships, MS Word; strong communication skills; and two years sales and marketing/public relations experience preferred; three years on a bowling association board.

Throughout employment, an individual must be approved through the Registered Volunteer Program. (Merged and Non-merged Youth associations) Educational Requirements:

- High School diploma
- Communication training or experience
- Business management skills (finance, marketing, selling programs, organization, planning)
- Knowledge of bowling
- Interpersonal relationship skills (customer service)
- Knowledge of current technology (computers, etc.)
- Desirable, but not mandatory skills:
- Proven promotional abilities/success increasing membership/image of organization



Association Manager Employment Application

Name: _____

Address: _____

City: _____

Email address: _____

Phone: _____

Relevant Bowling Experience(s): _____

References: Please list three (3) persons other than family members/relatives who have knowledge of your bowling background or education.

Name: _____ Phone: _____

Name: _____ Phone: _____

Name: _____ Phone: _____

List additional qualifications that make you an ideal candidate for this position: _____



Please Read Carefully Before Signing This Form

1. To the best of my knowledge, I am in good standings with USBC.
2. All information contained in this application is true to the best of my knowledge and belief. I understand that misrepresentations or omissions of any kind may result in denial of employment or be cause for subsequent dismissal if I am selected/hired.
3. I authorize this association to investigate my responses on this application and contact any individuals familiar with me or my background for the purpose of verifying information I have provided and/or for the purpose of obtaining any information, whether favorable or unfavorable, about me or my background. I voluntarily and knowingly fully release and hold harmless any person or organization that provides information pertaining to me.
4. Regardless of whether or not I become selected/hired by this association, I recognize that this application is not and should not be considered a contract of employment. I understand that selection/employment at this association is on an at-will-basis and that my selection/employment may be terminated with or without cause, and without notice, at any time, at my option or the association's, unless, specifically provided otherwise in a written selection/employment contract. I further understand that no association employee or representative has the authority to enter into a contract regarding duration or terms and conditions of selection/employment other than an officer or official of the association, and then only by means of a signed, written document.

Signed by Applicant: _____ Date: _____

Thank you for your interest in our association