

Job Description

Association Manager

Greater Lake County USBC Bowling Association

Position Summary:

The 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:

- The Association Manager reports to and is selected/hired by the Greater Lake County USBC Bowling Association Board of Directors, who will allocate additional human and financial resources on a task basis as necessary.
- The 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 committee chairs.
- 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:

- Assist the association in meeting all USBC Performance Standards and forward the completed Association Self-Assessment to Bowling Headquarters, as stated in the USBC Association Policy Manual.
- Implement and monitor the strategic/action plans of the association and its progress.
- Oversee the financial aspects of the association.
- Maintain the association's status by applying for charter renewal every five years as required by USBC.
- Oversee the use of Win Labs to enter and transfer information to USBC Headquarters.

- Record and distribute the minutes of all meetings.
- Coordinate and support all projects.

Additional Responsibilities:

- 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

Required Qualifications:

The Association Manager should have:

- Knowledge of bowling; management, customer service, office and organizational skills.
- Basic computer skills; including Word and Excel.
- Strong communication skills (both written and verbal).
- Experience with Roberts Rules of Order
- Throughout employment, an individual must be approved through the Registered Volunteer Program and complete SafeSport testing.

Desirable, But Not Mandatory Qualifications:

It would be preferred if the Association Manager had:

- Proven promotional abilities/success increasing membership/image of organization.
- Experience with processing USBC memberships.
- Two years of sales and marketing/public relations experience.
- Three years serving on a bowling association board (local, state or national level).

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.)

Interested parties should send a resume, application and cover letter to:

Pat Christensen

Greater Lake County USBC President

25960 Laneville

Ingleside, IL 60041

Or

PATCBOWL@AOL.COM (Please make subject: **GLCUSBC Association Manager**)

All resumes, applications, and cover letters will be accepted.