

# RAPID CITY USBC “ASSOCIATION MANAGER” JOB DESCRIPTION

## Position Title: Rapid City “Association Manager”

### 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, policies and Performance Standards.

### SUPERVISED BY:

Reports to and is hired by Association President/Board who will allocate additional human/financial resources on a task basis, as necessary.

- Association Manager reports to Board on regular basis (at least monthly); to national as required; and to the local association membership a minimum of twice a year (Spring and Fall).

### SUPERVISES:

- Association Manager receives reports from staff and committee chairs.
- If staffed, paid clerical assistant will report directly to Association Manager.
- Volunteers 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 Association Policy Manual, the duties and responsibilities of this position include but are not limited to the following:

- Schedule and send notification of meetings to association officers and directors and to the membership when necessary.
- Gather and report information from association programs, services and operations of local association tournaments.
- Process memberships through Win labs, certify leagues and process paper work for lane certifications.
- Administer the association’s awards program in accordance with USBC and the local board’s guidelines.
- Gather and report association information for governmental reports, such as IRS tax reports, wage reports, incorporation paperwork, insurance paperwork, etc.
- Implement directives of the association Board.
- Report as necessary, to those governing bodies as directed by the board. Get and gather reports from Committee Chairs.

### QUALIFICATIONS:

The Association Manager should have knowledge of bowling, office management, organizational skills and basic computer skills; experience with Win Labs, MS Word, MS Excel, MS PowerPoint & QuickBooks. Strong communication skills, experience with public relations and three years of experience on a bowling association Board or league secretary and must be a member in good standing with USBC.

### EDUCATION REQUIREMENTS:

- High School diploma.
- Communication training or experience.
- Business Management Skills (finance, marketing, sales, organization, planning)
- Knowledge of the sport of bowling.
- Inter-personal relationship skills.
- Knowledge of current technology (computers, etc.)