

**INDIANA STATE USBC
ASSOCIATION MANAGER
POSITION DESCRIPTION**

Association Name: Indiana State USBC

Address:

City, State Zip

Job Description

Position Title: Association Manager

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 Performance Standards. For example: design and implement training, increase membership base and financial stability.

SUPERVISED BY: Reports to and is hired by Association Board who will allocate additional human and financial resources on a task basis as necessary. Association Manager reports to Board on regular basis (at least quarterly); to national as required; and to membership at least once a year.

SUPERVISES:

. Association Manager receives reports from staff and committee chairs. If staffed, paid assistants will report directly to 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.

Revision:	Initial			
Approval:				

Job Description

Duties And Responsibilities:

In addition to the mandatory requirements in the bylaws, the duties and responsibilities of this position include but are not limited to the following:

Additional Responsibilities:

Implement directives of the association Board (strategic planning, Performance Standards, etc.)

Responsible for hiring and managing office staff

Responsible for membership and awards processing

Oversee membership recruitment (program)

Maintaining averages and yearbooks

Oversee public relations campaigns

Responsible for organizing special events, tournaments, clinics

Report as necessary to those governing bodies as directed

Complies with duties in the Association Operations Manual.

Position Title: Association Manager

Qualifications:

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

Education Requirements:

- . High School diploma
- . Communication training or experience
- . Business Management Skills (finance, marketing, sell programs, organization, planning)
- . Knowledge of the sport of bowling
- . Inter-personal relationship skills
- . Knowledge of current technology (computers, etc.)
- . Desirable, but not mandatory skills: Proven promotional abilities/success increasing membership/image of organization

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Salary \$35,000