

Date of Issue: _____

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 President/Board who will allocate additional human and financial resources on a task basis as necessary.

- Association Manager reports to Board on a 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 clerical assistant 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.

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 (if appropriate)
- 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

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 sport
- Inter-personal relationship skills
- Knowledge of current technology (computers, etc.)
- Desirable, but not mandatory skills:
 - * Proven promotional abilities/success increasing membership/image of organization

