

Position: Association Manager

Reports To: NDUSBC BOARD

Status: Exempt/Salary



**NORTHERN
DELAWARE**



Position Summary:

The Association Manager is responsible for overseeing the operations of the association, providing administrative support and coordination of services necessary for compliance with USBC bylaws and policies. May require working at times during the evenings and weekends. There will be periods of time during the bowling season where this position may need to work 20+ hours per week. However, the remainder of the season, time required for work will vary from 10 to 15 hours per week typically.

Position Responsibilities:

- Administrative:
 - Oversees the operations of the association
 - Return phone calls in a timely manner
 - Provide resources for local bowling centers and league secretaries
 - Oversee volunteer activities
 - Oversee all association correspondence
 - Submit reports to USBC Headquarters as requested and required
 - Provide administrative support for Board of Directors, including attendance at association meetings, maintaining meeting minutes; receiving, compiling and filing committee reports
 - Oversee processing of membership materials and submission of electronic information to National USBC
 - Maintain records, verify and submit the pin fall and number of games for all certified members to USBC National at conclusion of season.
 - Maintain annual average book

- Finances
 - Prepare annual draft budget for board review and approval
 - Submit written financial reports at all board and association meetings
 - Submit a written, audited, year-end financial report
 - Handle annual corporation fees with the State of Delaware
 - Prepare and file proper tax forms with the IRS (Delaware & Federal)
 - Deposit cash/checks in a timely manner – within 7 days of receipt.

- Awards
 - Process and distribute to association representatives and bowling centers
- Tournaments
 - Work with tournament committee to schedule and maintain tournament calendar
 - Certify all tournaments with National USBC
 - Process and verify all entries
 - Verify results including maintaining a record of and submitting tournament scores to USBC Headquarters as necessary
 - Distribute tournament prize monies within 30 days of the last day of competition, or in accordance with USBC policies
- Perform other duties as directed by the Board of Directors, USBC Bylaws, USBC Association Policy Manual and Operations manual

Required Skills and Abilities:

- Knowledge of bowling; management, customer service, office and organizational skills.
- Basic Computer skills; MS Word, Excel
- Understanding of USBC Membership
- Knowledge of USBC Rules
- Strong Communication skills – both written and speaking.
- Experience on an association board preferred
- Experience with sales/marketing/public relations preferred

Physical Requirement:

- Lifting of boxes of supplies, stooping and sitting for periods of time

Travel Requirements:

- Some travel within state and out of state may be required

Current Salary:

- \$4,000 per bowling season (Bowling Season is August 1st – July 31st)