



Position: Association Manager

Reports To: Great Salt Lake USBC Board

Status: Exempt/Salary

Location: Salt Lake City, UT

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 evening and weekends.

Position Responsibilities:

- Administrative:
 - Oversees the operations of the association
 - Return phone calls in a timely manner
 - Resource to Centers/Secretaries
 - Oversee volunteer activities
 - Oversee all association correspondence,
 - Submit reports to USBC Headquarters and state association as requested
 - Attend local meetings, including maintaining meeting minutes; receiving, compiling and filing committee reports
 - Attend monthly USBC Regional Manager conference calls
- Finances
 - Prepare a budget for board approval
 - Submitting written financial reports at all board and association meetings
 - Submit a written, audited, year-end financial report
 - Stay within the budget
 - Handle annual corporation fees
 - Prepare proper tax forms with the IRS
 - Deposit cash/checks in a timely manner
- Processing
 - Oversee membership processing and submit information to USBC Headquarters
 - Maintain records, verifying and submitting to USBC Headquarters the pin fall and number of games for all certified members
 - Maintaining annual average book, including submission to USBC

- Tournaments
 - Work with tournament committee
 - Maintain tournament calendars
 - Process and verify entries
 - Deposit fees
 - Verify results including maintaining a record of and submitting tournament scores to USBC Headquarters as applicable
 - Payments of tournament prizes
- Lane Certification
 - Ensure certification of centers
 - Certification paperwork submitted to USBC
 - Inspections done according to guidelines
- Perform other duties as prescribed by the board, the USBC Bylaws, USBC Association Policy Manual and the association's operations manual as applicable.

Required Skills and Abilities:

- The Association Manager should have knowledge of bowling; management, customer service, office and organizational skills.
- Basic Computer skills; MS Word, Excel
- Understanding of USBC Membership
- Strong Communication skills (written & verbal)
- Experience on the association board preferred
- Experience with sales/marketing/public relations/finance preferred

Physical Requirement:

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

Supervisory Responsibilities:

- Oversee volunteers while working in the office

Travel Requirements:

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

Acknowledgment of duties and responsibilities.

Signature: _____ Date: _____

