

Association Manager Job Posting

New York City USBC

102-38 221th Street

Queens Village, NY 11429

Date of Issue: **08/17/2015**

Position: **New York City** **Association Manager**

**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 bylaws and policies and may require working evenings and weekends. For example: process membership, record retention, and financial stability.

Hours 9Am to 4PM 3 days a week (Monday to Thursday), but will be longer during tournament season and will be much less in the summer.

**Supervised By:**

Reports to and is selected/hired by the NYC USBC Board of Directors.

* Association Manager Reports to the board on a regular basis (typically meetings are held on the first Monday of the month during the bowling season); to national as requested; and to the membership at least once a year (Annual Meeting).

**Supervises:**

* Office Staff.
* Association Manager receives reports from staff and committee chairs.
* 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 USBC Bylaws and USBC Association Policy Manual, the duties and responsibilities of this position include but are not limited to the following: |
| * Implement directives of the association board
 |
| * Responsible for membership and awards processing
 |
| * Oversee membership recruitment (program)
 |
| * Maintain averages and yearbooks
 |
| * Oversee public relations campaigns
 |
| * Responsible for organizing special events, tournaments, clinics. Weekend hours as needed.
 |
| * Report as necessary to governing bodies as directed
 |
| * Prepare Financial reports for tournaments and Association (basic Quickbooks)
 |
| * Prepare tournament entry blanks and manage the process of the annual tournaments
 |
| * Regular visits to bowling centers to meet proprietors and bowlers for updates and feedback
 |
| * Prepare and disperse all meeting notes and agenda to board of directors prior to meetings
 |
| * Manage all tournament processing (entries, scheduling, prize fund, prize list) w/ BOD support
 |
| * Prepare/submit necessary documentation to tax accountant so all IRS documents submitted timely
 |
| * Coordinate and prepare for Hall of Fame dinner held every other year
 |
| * Ability to attend local, state, and national meetings as necessary
 |

**Qualifications:**

The Association Manager should have knowledge of bowling; management, customer service, office and organizational skills; and basic computer skills. Experience with processing USBC memberships, MS Word; strong communication skills; and two years sales and marketing/public relations experience preferred; three years on a bowling association board desired, but flexible.

Candidate MUST exhibit capability to work independently (very minimal supervision), and demonstrate ability to prioritize tasks. Knowledge of Quickbooks preferred or able to take

Class to learn basic functions of QuickBooks would be necessary. Excellent communication skills required to work with board of directors, members, and proprietors.

**Throughout employment, individual must be approved through the Registered Volunteer Program. (Merged and Non-merged Youth associations)**

**Educational Requirements:**

* High School diploma
* Communication training or experience
* Business management skills (finance, marketing, selling programs, organization, planning)
* Knowledge of bowling
* Interpersonal relationship skills (customer service)
* Knowledge of current technology (computers, etc.)