

# **JOB DESCRIPTION**

## **Association Manager**

Association Name: Cleveland Ohio USBC

Address: 14950 Snow Road

City: Brook Park

State: Ohio

Zip: 44142

Approval: President Tom Stumpf

Board: \_\_\_\_\_

Date of Issue: March 21, 2021

### **Position Title: Association Manager**

#### **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 evenings and weekends. For example: process membership, record retention, and financial stability.

#### **Supervised By:**

- The Association Manager reports to and is selected/hired by the board, who will allocate additional human and financial resources on a task basis as necessary.
- The Association Manager reports to the board on a regular basis (at least quarterly); to national as requested; and to the membership at least once a year.

#### **Supervises:**

- Association Manager receives reports from staff and committee chairs.

If staffed, paid clerical assistant(s) will report directly to the 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 USBC Bylaws and USBC Association Policy Manual, the duties and responsibilities of this position include but are not limited to the following:

- Assist the association in meeting all USBC Performance Standards and forward the completed Association Self-Assessment to Bowling Headquarters, as stated in the USBC Association Policy Manual.
- Implement and monitor the strategic/action plans of the association and its progress.
- Responsible for membership and awards processing
- Additional Responsibilities
- Oversee public relations campaigns.
- Responsible for organizing special events, tournaments, clinics.
- Oversee the financial aspects of the association.
- Maintain the association's status by applying for charter renewal every five years as required by USBC.
- Oversee the use of Win Labs to enter and transfer information to USBC Headquarters.
- Implement directives of the association board.
- Responsible for hiring and managing office staff (if appropriate)
- Maintain averages and yearbook.

**Qualifications:**

The Association Manager should have:

- Knowledge of bowling; management, customer service, office, and organizational skills.
- Basic computer skills; including Word and Excel.
- Strong communication skills (both written and verbal).
- Experience with Roberts Rules of Order
- Throughout employment, an individual must be approved through the Registered Volunteer Program.
- 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.)

Interested parties should send a resume, application, and cover letter to:

Cleveland Ohio USBC Assoc.

Attn: Tom Stumpf

14950 Snow Road, Suite 100

Brook Park, Ohio 44142