

## Association Manager Job Description

The State Bowling Association Manager is tasked with the comprehensive management of the association's operations at the Direction of the OSUSBC Board of Directors. This includes administrative duties such as overseeing the association's compliance with USBC bylaws and policies, working with the bookkeeper in managing financial records, and coordinating services. They are responsible for maintaining communication with the USBC headquarters, the Local Associations in the State, and ensuring the distribution of awards. Additionally, they play a crucial role in organizing tournaments, working with the Tournament Directors from scheduling to certifying and processing entries, and distributing prize money in accordance with USBC policies. The position requires strong knowledge of bowling, excellent management, customer service, and organizational skills, and proficiency in basic computer applications like Office 365. A background in management or experience on an association board is often preferred, and the role may involve travel within the state for various association activities.

### The Role of a State Bowling Association Manager

Bowling is a sport enjoyed by millions around the world, and at the heart of this sport's organization at the state level is the State Bowling Association Manager. This pivotal role involves a blend of administrative duties, event coordination, and a deep understanding of the sport's regulations and community.

#### **\*\*Position Summary: \*\***

The State Bowling Association Manager is tasked with overseeing the operations of the association. This includes providing administrative support, coordinating services, and ensuring compliance with the United States Bowling Congress (USBC) bylaws and policies.

#### **\*\*Key Responsibilities: \*\***

- Administrative oversight of the association's operations.
- Timely response to phone calls and provision of resources for our tournament directors.
- Management of volunteer activities and association correspondence.
- Submission of reports to USBC Headquarters as required.
- Arranging places for Board meetings and handling accommodation for Board members. Recording of meetings and keeping of minutes.
- Helping with Financial management, including budget preparation and financial reporting.
- Coordination of awards processing and distribution.
- Tournament organization, from scheduling to prize distribution.

**\*\*Skills and Abilities: \*\***

- In-depth knowledge of bowling, including management and organizational skills.
- Proficiency in basic computer applications like office 365.
- Strong communication skills, both written and verbal.
- Experience with association board activities is preferred.
- Sales, marketing, or public relations experience is advantageous.

**\*\*Physical and Travel Requirements: \*\***

- The position may involve lifting supplies, stooping, and sitting for extended periods.
- Some travel within the state and occasionally out of state may be necessary.

**\*\*Employment Considerations: \*\***

- The role may require work during evenings and weekends, especially during the peak bowling season.
- A flexible schedule is essential, as work hours can vary throughout the season.
- Overall, this is considered a part-time position averaging 5 to 20 hours per week depending on the time of year.
- Starting Salary would be \$16,500 to \$17,500 depending on experience with the opportunity for performance Bonuses.

**\*\*Conclusion: \*\***

The State Bowling Association Manager plays a crucial role in fostering the growth and organization of bowling at the state level. Their efforts ensure that the sport remains structured, accessible, and enjoyable for all participants. For those with a passion for bowling and a knack for management, this position offers a unique opportunity to contribute to the sport's vibrant community.

For more detailed information on the job description and current openings, interested individuals can contact:

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