

## Job Posting

**Date of Issue: 5/8/2019**

**Position: Waukesha USBC Association Manager**

### Summary:

Association Manager is responsible for overseeing the operations of the association, providing administrative support and coordinating the services necessary to comply with USBC bylaws and policies. Position may require working evenings and weekends. Examples of duties: process membership, record retention, and financial reporting.

Position is part-time with flexible hours, but hours will be longer during tournament season and will be much less in the summer.

### Supervised By:

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. Association Manager reports to the board on a regular basis (typically meetings are held monthly during the bowling season); to USBC headquarter as requested; and to the membership of the association at least once a year (Annual Meeting).

### Supervises:

Association Manager receives support from board members 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
- Process membership and awards applications
- Oversee membership recruitment (program)
- Maintain averages and yearbooks
- Oversee public relations campaigns
- Organize special events, tournaments, clinics. Weekend hours as needed.
- Report as necessary to governing bodies as directed
- Prepare financial reports for tournaments and association using QuickBooks
- Prepare tournament entry blanks and manage association tournaments
- Regularly visit 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) with board support
- Prepare/submit necessary documentation to tax accountant so all IRS documents are 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 and Excel; strong communication skills; and two years sales and marketing/public relations experience are preferred; three years on a bowling association board and knowledge of WinLABs desired.

Candidate MUST exhibit capability to work independently (very minimal supervision) and demonstrate ability to prioritize tasks. Knowledge of QuickBooks preferred or ability to take class(es) 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 USBC Registered Volunteer Program.**

**Educational Requirements:**

- High School diploma

**Additional Skills and Knowledge:**

- 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, internet, social media, etc.)
- Ability to promote the association to increase membership and the image of the organization

A job application is available on the association web site at [www.waukeshausbc.org](http://www.waukeshausbc.org)

If interested in this position, send written letter of interest and completed job application to:

Jan Bacskai, Board President  
Waukesha USBC  
2440 W Sunset Dr  
Waukesha, WI 53189  
jbacskai@wi.rr.com