



St. Charles County Association Manager Job Description

Position: Association Manager

Reports To: St. Charles County USBC Board



Status: Exempt/Salary

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 as requested
 - Attend all association meetings, including maintaining meeting minutes; receiving, compiling and filing committee reports
- 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
- Awards
 - Process and distribute to association representatives/centers
- Processing
 - Oversee membership processing and submit information to USBC Headquarters
 - Maintain records, verify and submit the pin fall and number of games for all certified members
 - Maintain annual average book
- Tournaments
 - Work with tournament committee
 - Certify all tournament with USBC
 - 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
- 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
- Experience on the association board preferred
- Experience with sales/marketing/public relations preferred

Physical Requirement:

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

Supervisory Responsibilities:

- Oversee volunteers while working in the office or at tournaments

Travel Requirements:

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