

GREATER HARRISBURG USBC

ASSOCIATION MANAGER JOB DESCRIPTION

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.

Salary Range: \$12,000 to \$14,000 (depending on experience)

Administration:

- .Oversees the operations of the association
- .Return phone calls and respond to emails/texts in a timely manner
- .Acts as resource to Centers and League Secretaries
- .Coordinate and oversee volunteer activities
- .Oversees all association correspondence
- .Submits reports to USBC as requested
- .Attends all association meetings, including maintaining meeting minutes
- .Must be a member of USBC and be Safe Sport certified
- .Responsible for all aspects of the Association's Hall of Fame dinner
- .Is eligible to also serve as a Director (but not recommended due to possible conflict of interest)
- .Membership processing and submission of information to USBC on a timely basis
- .Maintain all aspects of annual average book preparation
(adults in WINLABS and youth in separate Youth Processing system)

Finances:

- .Responsible for day to day accounting of the association and the filing of all appropriate taxes
- .File appropriate IRS 990 report annually
- .Deposit association funds in a financial institution within 7 days of receipt
- .Ensure all withdrawals have two signatures
- .Pay all bills authorized by the board, including Tournaments, SMART, and Membership dues to USBC via WINLABS as required by USBC
- .Reconcile all bank statements within 30 days of receipt
- .Maintain back-up of files on a flash drive to be kept off site on a monthly basis
- .Provide up to date records to Finance Committee for preparation of the annual budget
- .Provide a written financial report at all board and/or membership meetings

Awards:

- .Order, process and distribute to association representative or center

Social Media/Communications:

- .Maintain and/or provide up-to-date information for website and Facebook
- .Transmit all board member information to USBC within 20 days of election
- .Transmit all state and national delegate information as required

Tournaments:

- .Work with Tournament Committee
- .Certify all tournaments with USBC
- .Maintain tournament calendars
- .Schedule and oversee all tournament volunteers
- .Process and verify entries
- .Deposit entry fees
- .Verify results
- .Payment of tournament prizes within 30 days
- .Work with Youth Committee who runs local tournaments and awards dinner

All other duties as assigned by the President and/or board of directors.

Required Skills, Abilities and other Responsibilities:

- .The association manager should have knowledge of bowling, customer service, office and organizational skills
- .Basic computer skills and data entry, including MS Word and Excel, Quicken
(and ability to learn USBC's WINLABS)
- .Understanding of USBC Membership
- .Strong communication skills, both orally and in writing
- .Have adequate space for equipment, files, awards, and other association materials

Physical Requirements:

- .Lifting boxes of supplies and sitting for long periods of time

Travel Requirements:

- .Available to travel within state or out of state if required