

## **Ames Area USBC Association Manager Application**

### **Position Summary:**

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. This can include but is not limited to: processing memberships and providing statements to the requesting leagues, prepare agenda for and scribe at monthly board meetings, maintain a budget and financial statements, overseeing tournament activities, and coordinating efforts by subcommittees within the board.

### **Supervised By:**

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 (monthly) to national as requested, and to the membership at least once a year.

### **Responsibilities:**

1. Maintain an annual budget and association finances. Specific duties include assist the board in drafting the annual budget, provide monthly financial reports to the board, provide an annual financial report to the membership, and assist in annual audits.
2. Maintain legal standing on the association as a non-profit and as a charter of the National USBC. Specific duties include filling tax forms with the IRS, managing the association's gambling permit, and reporting to National USBC and Iowa USBC as necessary.
3. Serve as a secretary during meetings, including scribing at meetings, and preparing meeting agendas and documents.
4. Maintain records and memberships of bowlers and leagues within the association. Specific duties include processing memberships, providing statements to purchasing leagues, submitting final averages to National USBC, and being a resource to league secretaries.
5. Overseeing communications with the association. Specific duties include coordinating access to social media accounts, design software, website, etc; coordinating communication with proprietors in the association; and ensuring communication happens in a timely manner.

**Responsibilities (con't):**

6. Overseeing tournaments hosted by the association. This could include performing tournament director duties but could also involve coordinating the activities between the tournament director and committee. Additionally, compensation is available in the event of taking on tournament director duties.
7. Overseeing Hall of Fame activities. Specific duties include coordinating the annual meeting, collecting applications and distributing to the Hall of Fame membership, and updating materials to recognize those in the Hall of Fame.
8. Implementing and coordinating other directives of othe board.

**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, strong communication skills, and good public relations experience.

Throughout employment, an individual must be approved through the Registered Volunteer Program.

**Skills and Educational Requirements:**

- 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.)

**Desirable, but not mandatory skills:**

- Proven promotional abilities/success increasing membership/image of organization

**Salary and Compensation:**

This position pays \$3,000.00 per year (paid at the end of the fiscal year). Some travel to the centers within the house may be required and will not be compensated for. Travel beyond the association bowling centers will be covered by the association.



**Association Manager Employment Application**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

Email address: \_\_\_\_\_

Phone: \_\_\_\_\_

Relevant Bowling Experience(s):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

References: Please list three (3) persons other than family members/relatives who have knowledge of your bowling background or education.

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_



List additional qualifications that make you an ideal candidate for this position:

---

---

---

---

---

---

---

**Please Read Carefully Before Signing This Form:**

1. To the best of my knowledge, I am in good standings with USBC.
2. All information contained in this application is true to the best of my knowledge and belief. I understand that misrepresentations or omissions of any kind may result in denial of employment or be cause for subsequent dismissal if I am selected/hired.
3. I authorize this association to investigate my responses on this application and contact any individuals familiar with me or my background for the purpose of verifying information I have provided and/or for the purpose of obtaining any information, whether favorable or unfavorable, about me or my background. I voluntarily and knowingly fully release and hold harmless any person or organization that provides information pertaining to me.
4. Regardless of whether or not I become selected/hired by this association, I recognize that this application is not and should not be considered a contract of employment. I understand that selection/employment at this association is on an at-will-basis and that my selection/employment may be terminated with or without cause, and without notice, at any time, at my option or the association's, unless, specifically provided otherwise in a written selection/employment contract. I further understand that no association employee or representative has the authority to enter a contract regarding duration or terms and conditions of selection/employment other than an officer or official of the association, and then only by means of a signed, written document.

**Signed by Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Send completed application to:** Fred Alderson  
Ames Area USBC President  
129 I Ave  
Nevada, IA 50201  
[fredsteelers81@gmail.com](mailto:fredsteelers81@gmail.com)