



Appendix A: Sample Job Description



Association Manager Job Description

Association Name
Address
City, State, Zip

Approval: President _____
Board _____

Date of Issue: _____

Job Description

Position Title: Association Manager

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, policies and performance standards. For example: design and implement training, increase membership base and financial stability.

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 regular basis (at least quarterly); to national as requested; and to the membership at least once a year.

SUPERVISES:

- Association Manager receives reports from staff and committee chairs.
- If staffed, paid clerical assistant will report directly to the Association Manager.
- Volunteers assigned to support the Association Manager will report to the Association Manager for those tasks assigned by the Association Manager or association board.



USBC Association Manager Job Description

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:

ADDITIONAL RESPONSIBILITIES
Implement directives of the association board (strategic planning, performance standards, etc.)
Responsible for hiring and managing office staff (if appropriate)
Responsible for membership and awards processing
Oversee membership recruitment (program)
Maintaining averages and yearbooks
Oversee public relations campaigns
Responsible for organizing special events, tournaments, clinics
Report as necessary to those governing bodies as directed

QUALIFICATIONS:

The Association Manager should have knowledge of bowling; management, office and organizational skills; and basic computer skills. Experience with WinLABS, MS Word; strong communication skills; and two years sales and marketing/public relations experience preferred; three years on a bowling association board.

EDUCATION REQUIREMENTS:

- High school diploma
- Communication training or experience
- Business management skills (finance, marketing, selling programs, organization, planning)
- Knowledge of sport
- 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

Revision Date						
Approval						