

City of Firsts USBC Association Manager Special Announcement

The City of Firsts USBC Association is accepting resumes for the position of Association Manager. All interested parties **MUST** submit a written resume for this position.

This position is responsible for processing all leagues and membership applications for the adult and youth bowlers, all award applications, and all tournaments. Other responsibilities are detailed in the job description, which is available upon request. He/She serves as the secretary/treasurer of the City of Firsts USBC and is a paid employee of the association.

Requirements – the requirements are specified in the Position Description and Job Description – Available upon request

Applications – the application form is attached

All applicants may be interviewed and must make themselves available if requested by the Committee. All applications will be notified one (1) week in advance.

For questions or further information, please call or email individual listed below.

All applications must be mailed to DiAnne Rickel and postmarked by June 30, 2020. No exceptions!

Mail all applications to:

DiAnne Rickel
4150 South 100 East
Kokomo, IN 46902
Phone: 765/860-2080
Email: cityoffirstsusbc@gmail.com

City of Firsts USBC Association Manager Application

Personal Data

Name (First Middle Last): _____ Spouse: _____
Home Address: _____
City: _____ Zip Code: _____
Home Phone: () _____ Business Phone: () _____
E-mail Address: _____

Education

High School: _____ Year Graduated: _____
College: _____ Year Graduated: _____ Degree(s): _____
College: _____ Year Graduated: _____ Degree(s): _____

Special Skills

- 1) Please describe processing speed, software knowledge and computer experience:
- 2) Please describe other office equipment experience:

Other education, training, skills, etc. that you feel would contribute to the Association Manager position:

Business/Employment Experience (list most recent first)

Firm Name: _____
Type of Business: _____
Employment Dates: _____ Job Title: _____
Describe your work duties:

Firm Name: _____

Type of Business: _____

Employment Dates: _____ Job Title: _____

Describe your work duties:

Bowling Experience

Year Started Bowling: _____

League Officer Experience in Years: President: _____ VP: _____ Secr/Treas: _____

How many annual meetings have you attended? Local: _____ State: _____

Local Association Experience in Years: Board Member: _____ Committee Chair: _____

What committees have you served on?

Are you bowling in an unsanctioned/uncertified league? _____

Do you have a working knowledge of league rules and regulations? _____

Do you have time to visit leagues when your services are required? _____

Will you attend all board meetings to the best of your ability? _____

Will you perform all duties assigned to you? _____

List any other bowling service or involvement experience here:

Other Service

List non-bowling organizations that you are involved in and identify any leadership positions that you have held:

Hobbies/Interests

List any hobbies or interests that you have:

Summary

Why are you interested in becoming the Association Manager?

I hereby submit my name to be considered and agree to serve if appointed:

Signature of Nominee: _____

Date: _____

Thank you for sharing this personal information. We sincerely appreciate the time you expended to prepare this form. All resumes meeting eligibility requirements will be considered.

City of Firsts USBC Association Manager Position Description

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 Performance Standards. For example, design and implement training, increase membership base and financial stability.

Supervised By: Reports to and is hired by Association 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 (at least quarterly); to national USBC as required; and to membership at least once a year.

Supervises: Association Manager receives reports from staff and committee chairs. If staffed, paid assistants 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.

City of Firsts USBC Association Manager Job Description

Duties and Responsibilities – In addition to the mandatory requirements in the bylaws, 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 any)
- 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, etc.
- Report as necessary to those governing bodies as directed
- Complies with duties in the Association Operations Manual

Qualifications:

- Knowledge of bowling
- Management, office and organizational skills
- Computer skills
- Experience with WinLABS, Word, Excel
- Strong communication skills
- Three years on a bowling association board would be helpful

Education Requirements:

- High School diploma
- Communication training or experience
- Business management skills (finance, marketing, sell programs, organization, planning)
- Knowledge of the sport of bowling
- Interpersonal relationship skills
- Knowledge of current technology (computer, etc.)