

ASSOCIATION MANAGER JOB APPLICATION

JOB DESCRIPTION ON BACK

Applicant Information

Name: (Last, First, Middle) _____

Street Address _____ Daytime Telephone _____

City, State, Zip: _____ Evening Telephone _____

ID Card Number and Number of years as a USBC (ABC/WIBC/YABA) Member _____

SPECIAL SKILLS:

1. Please describe your experiences with computer hardware and software: _____

2. Please describe other office equipment experiences _____

EDUCATION

High School: _____

College: _____

Graduate: _____

Other: _____

List any relevant work/position with bowling organizations, academic honors, awards, scholarships, professional organizations, volunteer activities, certificates, publications, licenses or any other information you consider significant and relevant to employment at this association.

COURSE/SEMINAR	ORGANIZATION	CONTENT	DATE(S) ATTENDED
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Employment/Association History and References – Attach a resume listing your present or most recent employment along with bowling association positions held. List 3 people, other than personal friends, who have knowledge of your bowling background or education.

Read carefully before signing this form:

1. 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.
2. I authorize this association to investigate my responses on this application and contact any or all of my former employers and any individuals familiar with me or my employment background for the purpose of verifying any information I have provided and./or for the purpose of obtaining any information, whether favorable or unfavorable, about me or my employment. I voluntarily and knowingly fully release and hold harmless any person or organization that provides information pertaining to my employment or me.
3. I understand that upon receiving a job offer, a physical examination and//or drug screening may be required.
(NOTE: If this is a job requirement you will be notified.)
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, 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 into a contract regarding duration or terms and conditions of selection/employment other than an officer or official of the association, and then only means of a signed, written document.

Signed by Applicant: _____ Date: _____

Mail application to the SD State USBC Association President:

Marty Barington

427 East 13th

Mitchell, SD 57301

605-999-1893

DEADLINE: April 15, 2015

SOUTH DAKOTA STATE USBC ASSOCIATION MANAGER JOB DESCRIPTION

Position Title: South Dakota State 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.

SUPERVISED BY:

Reports to and is hired by Association President/Board who will allocate additional human and financial resources on a task basis, as necessary.

- Association Manager reports to Board on regular basis (at least quarterly); to national as required; and to the local associations and 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 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.

DUTIES AND RESPONSIBILITIES:

In addition to the mandatory requirements in the USBC Bylaws and Association Policy Manual, the duties and responsibilities of this position include but are not limited to the following:

- Schedule and send notification of meetings to State & Local Association officers.
- Gather and report information from association programs, services and operations of state tournaments and bowling council.
- Gather and report association information for governmental reports, such as IRS tax reports, wage reports, incorporation paperwork, etc.
- Implement directives of the association Board.
- Report, as necessary, to those governing bodies as directed by the Board. Get and gather reports from Committee Chairs.

QUALIFICATIONS:

The Association Manager should have knowledge of bowling, office management, organizational skills and basic computer skills; experience with WinLabs, MS Word, strong communication skills, experience with public relations and three years experience on a bowling association Board and must be a member in good standing with USBC.

EDUCATION REQUIREMENTS:

- High School diploma.
- Communication training or experience.
- Business Management Skills (finance, marketing, sell programs, organization, planning)
- Knowledge of sport.
- Inter-personal relationship skills.
- Knowledge of current technology (computers, etc.).

Revision Date _____

Approved by _____