

JOB SUMMARY

Association Manager

Morris County NJ USBC

Approval: Evonte A. Dickerson, Sr.

President

Date of Issue: May 9, 2018

Position Title:

Association Manager

Position Summary:

Association Manager is responsible for overseeing the operations of the Morris County NJ USBC Association. Successful candidate will provide administrative support and coordination of services necessary to comply with USBC bylaw and policies from home. The position may require working evenings and will require some weekends. For example, process membership, record retention, financial stability and tournaments and other events.

Supervised by:

Reports to and is selected/hired by the board of directors, who can be available to assist if necessary. Association Manager is expected to report to the board on a regular basis (minimum quarterly); to national as requested; and to the membership at least once a year.

Supervises:

Association Manager receives the reports from committee chairs for filing.

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:

- ✓ Implement directives of the association board
- ✓ Responsible for membership and awards processing
- ✓ Oversee membership recruitment
- ✓ Maintain averages and yearbooks
- ✓ Oversee public relations campaigns
- ✓ Responsible for organizing special events, tournaments, clinics (mainly held on weekends)
- ✓ Report as necessary to those governing bodies as directed

Qualifications:

The Association Manager should have knowledge of bowling; management; customer service; office and organizational skills; finance skills; knowledge of current technology; computer skills; knowledge of Win-Labs; strong communication skills and time management skills.

While employed, the individual must be approved through the Registered Volunteer Program (RVP).

Applications must be emailed or postmarked by May 26, 2018 to:

Evonte A. Dickerson, Sr.

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East Stroudsburg, PA 18301

Email: Elderdickerson@yahoo.com