



The Adirondack USBC is seeking qualified candidates to fill the position of Association Manager.

Position Summary: The Association Manager is responsible for overseeing the operations of the Association, providing administrative support to center managers and league secretaries, coordinating tournaments including but not limited to the Open, Women's, and Youth, coordinating the local awards program, and coordinating services and conducting business to comply with National, State and Local USBC bylaws. This position is a hired position and is compensated at an annually budgeted rate as voted on by the members of the Association. The Association Manager shall be RVP and SafeSport compliant, which requires a background check.

Position Responsibilities:

Administrative:

- Oversees Association operations
- Responds to phone calls, emails, and texts in a timely manner (no later than 24 hours)
- Oversees Association correspondence
- Submits reports to USBC Headquarters as requested
- Attends and contributes to all association meetings

Finance:

- Submits written financial reports at all association meetings
- Submits written quarterly audit reports
- Handles annual corporation fees
- Assists accountant with preparing and submitting IRS documents
- Makes and accounts for deposits within 7 business days
- Utilizes technology to maintain financial records
- Reconciles account activity monthly

Awards:

- Processes honor scores in WinLABS
- Processes local scores upon receipt
- Acquires, accounts for, and distributes local awards

Membership/Records:

- Processes memberships and submits information to USBC Headquarters
- Keeps detailed records of deposits by league
- Maintains records, verifies, and submits the pin fall and number of games of each certified member of each league
- Maintains annual average book
- Receives mid-season league rosters to verify bowlers not certified

Tournaments:

- Certifies all tournaments with USBC
- Maintains tournament calendar, drafts tournament entries for review
- Prints entry forms for distribution to bowling centers
- Posts digital copies of entry forms on website and social media pages
- Processes, verifies, and deposits entry fees
- Verifies results and reports to USBC Headquarters as required
- Processes and distributes prize funds

Association Manager should have knowledge and skills as follows:

- Knows bowling, management, customer service, office & organizational skills
- Has computer skills: MS Word, Excel, QuickBooks, and can print, copy, fax, scan, etc.
- Learns/Understands USBC membership and WinLABS bowling software
- Has strong communication skills, ability to post to website & social media
- Has proficiency with financial bookkeeping, checks, balances, deposits, accounting
- Has experience working with a board of directors (preferred)
- Has experience in sales/marketing/public relations (preferred)
- Can lift and move boxes of supplies, awards, records, etc.
- Can oversee volunteers while working on a committee, in an office, or at a tournament
- Can travel within the geographic confines of the Association
- Can travel to the NYSUSBC Annual State meeting within New York
- Shall perform duties as prescribed by the board, USBC Bylaws, USBC Association Policy Manual, and the association's policy & procedure manual as applicable.

COVER LETTERS, RESUMES, & LETTERS OF REFERENCE SHALL BE SUBMITTED TO:

Nelson Chase, Adirondack USBC President
52 Fairview Lane, Hudson Falls, NY 12839

Nwc3@aol.com

DEADLINE May 1, 2025

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 or 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 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. 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 into 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.

Thank you for your interest in our association.
