



**St. Louis USBC**  
**1700 S. Big Bend**  
**St. Louis, Mo. 63117**  
**314-645-8747**  
[www.stlusbc.org](http://www.stlusbc.org)

*The St. Louis United States Bowling Congress Local Association is the local supporting association for bowlers in the St. Louis Metropolitan Area that ensures the integrity of the sport is maintained, promotes bowling events for all adult and youth bowlers and provides additional events to support the functions for bowlers in the area.*

*St. Louis USBC is not-for-profit 501(3)c organization.*

### **Job Notice: Association Manager**

**Salary:** \$30,000 to \$36,000 annually (depending on prior experience and education), plus travel expenses allowances

**Hours:** Maintains office hours Monday – Friday: 8 AM to 3 PM  
Evening and weekend hours pending various Association functions

#### **Qualifications Desirable Candidates Should Process:**

- Knowledge of the sport and industry of bowling
- Minimum high school education
- Knowledge of computer programs
- Excellent written and oral communication skills
- Self-directed, self-motivated with proven leadership skills
- Ability to mediate conflicts with rules regarding USBC league, tournaments and related functions
- Good organizational skills
- Attention to detail
- Accuracy of financial records

#### **Examples of Work Performed:**

- Serves as the recording secretary/treasurer to the Board or such other duties as required by law and determined by the Board
- Responsible for other duties as prescribed by the Board and in the *USBC Association Policy Manual*:  
<http://usbcongress.http.internapcdn.net/usbcongress/bowl/associations/pdfs/AssociationPolicyManual.pdf>
- Implement directives of the St. Louis USBC Association Board

- Responsible for hiring, with Board approval, and managing office staff
- Responsible for membership and awards processing
- Maintain averages and yearbooks
- Work in cooperation with Publicity Committee, the public relations campaigns of the Board
- Work in cooperation with various St. Louis USBC Committees the activities of the Association such as special events, tournaments, clinics
- Report, as necessary, to the USBC governing body as directed in a timely manner
- Financial Policies: monitoring the St. Louis USBC accounts and maintain all transactions
- Provides any and all records and information as needed to the Finance Committee
- Taxes: Prepares all needed forms as required by the federal, state, and city governments
- Communication Policies: Maintains current demographics of the Board and minutes from meetings, and disseminates communications of the Board
- Workshop Policies: Conduct at least an annual workshop for league officers that reviews league forms, member awards and duties of league officers, as well as any changes in USBC rules and regulations
- Tournaments: Serves as tournament director for St. Louis USBC working cooperatively with each tournament chairperson
- Responsible for all day-to-day operations
- Acts as St. Louis USBC secretary and treasurer
- Responsible for lane certifications
- Receives and maintains all committee reports
- Maintain current Association web page
- Serve on committees as appointed by the President

#### **Application Procedure:**

Complete application and send current resume with an example of your written work to ***Search Committee, St. Louis USBC, 1700 S. Big Bend, St. Louis, MO. 63117.*** A copy of any transcripts and/or certificates of completion/diplomas will be appreciated. All application must be postmarked no later than November 15, 2015.

#### **Benefits:**

- 2 weeks vacation per fiscal year
- 12 holidays per year
- 6 days of sick leave are provided per fiscal year
- Travel allowance

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