

St. Louis USBC
7960 Clayton Rd;
St. Louis, Mo. 63117
314-913-2189
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: 10 AM to 4 PM (flexible)
Evening and weekend hours pending various Association functions
Position available immediately

Qualifications Desirable Candidates Should Process:

- Accuracy of financial records
- Knowledge of the sport and industry of bowling
- Minimum high school education
- Knowledge of computer programs
 - QuickBooks
 - Excell
 - Word
- Pass USBC's RVP (Registered Volunteer Program) and SafeSport certification
- 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

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
- Work in cooperation with various St. Louis USBC Committees the activities of the Association such as special events, tournaments, clinics etc.
- 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
- Receives and maintains all committee reports
- Maintain current Association web page

Application Procedure:

Complete application and send current resume **St. Louis USBC, attn: Search Committee, 7960 Clayton Rd., 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 June 1, 2024.

Benefits:

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