

April 21, 2009

Association Manager Position Available

The Greater Dayton USBC Transition Team is seeking candidates for the position of Association Manager. The Greater Dayton USBC is a non-profit organization which provides membership services to association members (adult and youth).

The Association Manager role includes the management and execution of all administrative/transactional activities required to maintain the association's office and meets the requirements under the Association's charter with the United States Bowling Congress (USBC). Duties include, but are not limited to, financial management, member education, training related to league administration and procedures, league sanctioning, membership processing and reporting, award fulfillment and tournament administration.

The Association Manager is responsible for promoting the sport of bowling through actions and to work with the Association's Board of Directors to develop programs to increase the organization's membership base. This role includes significant contact with the public (members, bowling center proprietors, governing organizations, suppliers and the media).

Qualifications: The Association Manager should have a High School diploma or GED, knowledge of bowling (i.e. the game of American Tenpins, league operations), management, finance, office and organizational skills, and proficient technology skills (computers, internet, email) including working knowledge of MS Word, and Excel. The successful candidate is a demonstrated self-starter with strong communication skills. Experience with *WinLabs* software a plus.

Desirable, but not mandatory skills include communication training or experience, as well as proven promotional abilities/success increasing membership/image of an organization.

Responsibilities will require varied work hours which can range from 30-50, depending on association activity and work volume. Administrative support and/or coordination of activities beyond normal hours will include evening and weekend meetings and events.

The Greater Dayton USBC offers benefits including, vacation, sick time, and paid holidays.

A complete job description is available upon request. Interested candidates should forward a detailed resume and cover letter **no later than May 8, 2009** to:

Mr. Bob Gray
c/o 3794 Dayton-Xenia Road
Beavercreek, OH 45432