

Job opportunity



Association Manager

Applications must be submitted to the address listed on the application by October 1, 2026

Please see job description which follows the application form. Questions should be directed to Shelley Moore at smoore@krex.tv or Tyler McIntyre at bowling790@gmail.com



Association Manager Application

Date: _____

Name (Last) _____ (First) _____ (MI) _____

Street Address: _____

City _____ State _____ Zip _____

Day Telephone () _____ Evening Telephone () _____ Cell () _____

If you have used another name in the past, list it here: _____

Check each of the office products you have experience with:

____ WINLABS ____ Spreadsheets ____ Word-Processing ____ QuickBooks

If you have served on an Association Board in the past, please complete the following section starting with the most current position (only list the past three if you have more):

Association Name	Position(s) held	From	To

Education:

School	Name & Location	No. Years Attended	Major	Diploma or Degree Received
High				
Undergraduate				
Graduate				
Other				

Training courses relevant to position applying for (e.g., office management, communications, leadership, USBC seminars (WINLABS, Financial Management), etc.):

Course/Seminar	Sponsoring Org	Content	Date(s) Attended

Employment History (Start with most recent)

Employer	Position Title	From	To
City & State	Hours per week	May we contact employer? Yes ____ No ____	
Last Supervisor's Name	Employer's Telephone		
Describe duties/responsibilities		Reason for leaving	

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Describe duties/responsibilities		Reason for leaving	

According to the Safe Sport Act of 2017, USBC requires all local board members complete and SafeSport training & enroll in the Registered Volunteer Program.

Do you have a current Registered Volunteer (RVP) Badge	YES	NO	Expiration Date:	
If no, are you willing to register for the training?	YES	NO		

Additional information that you would like the application review committee to know as well as why you feel you should be selected for this position: (Please include any references that you would like us to contact.)

Please read the following carefully before signing this application.

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 or removal from office.

Applicant signature _____ Date: _____

Please note that an electronically signed document is acceptable.

Thank you for your interest in our association.

Please mail this application to the applicable address listed below.

The application must be received or postmarked no later than

October 1st, 2026.

Shelley Moore
299 Gill Creek Ct
Grand Junction, CO 81503
smoore@krextv.com



Position: Association Manager

Reports To: Colorado State USBC Board

Status: Exempt/Salary

Position Summary:

The Association Manager is responsible for overseeing the operations of the association, providing administrative support and the coordination of services necessary to comply with USBC bylaws and policies and may require working evening and weekends.

Position Responsibilities:

- Administrative:
 - Oversees the operations of the association
 - Return phone calls in a timely manner
 - Resource to Centers/Secretaries
 - Oversee volunteer activities
 - Oversee all association correspondence
 - Submit reports to USBC Headquarters as requested
 - Attend all association meetings, including maintaining meeting minutes; receiving, compiling and filing committee reports
- Finances
 - Prepare a budget for board approval
 - Submitting written financial reports at all board and association meetings
 - Submit a written, audited, year-end financial report
 - Stay within the budget
 - Handle annual corporation fees
 - Prepare proper tax forms with the IRS
 - Deposit cash/checks in a timely manner
- Awards
 - Process and distribute to association representatives/centers
- Tournaments
 - Work with tournament committee
 - Certify all tournament with USBC
 - Maintain tournament calendars
 - Process and verify entries
 - Deposit fees
 - Verify results including maintaining a record of and submitting tournament scores to USBC Headquarters as applicable
 - Payments of tournament prizes

- Perform other duties as prescribed by the board, the USBC Bylaws, USBC Association Policy Manual and the association's operations manual as applicable.

Required Skills and Abilities:

- The Association Manager should have knowledge of bowling; management, customer service, office and organizational skills.
- Basic Computer skills; MS Word, Excel
- Understanding of USBC Membership
- Strong Communication skills
- Experience on the association board preferred
- Experience with sales/marketing/public relations preferred
- Conflict Resolution skills

Physical Requirement:

- Lifting boxes of supplies, bending and sitting for periods of time

Supervisory Responsibilities:

- Oversee volunteers while working in the office or at tournaments

Travel Requirements:

- Travel within state will be required and some out of state may be required

Compensation:

- \$25,200.00 annually (before taxes)

Send Application to:

**CSUSBC Association Manager Hiring Committee
Attn: Shelley Moore
299 Gill Creek Ct
Grand Junction, CO 81503**

