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TOURNAMENT MANAGER: Job Description

The ND USBC Tournament Manager is an appointed position. This position is responsible for implementing the Board of Directors approved rules to successfully run a State certified Tournament. This position is reviewed annually.

Job duties will include, but not limited to:

Take reservations by phone, text, email or postal mail.

Establish a reservation system and to acknowledge whether reservations are confirmed or need to be changed in a timely manner.

Collect the entry fee; keep accurate records of all financial transactions and make timely bank deposits.

Be able to communicate in a professional, courteous and timely manner.

Know and work with the rules for the specific tournament you are manager of.

Be able to be on-site at your specific tournament for 3-4 weekends

Work with the Association Manager to have your specific tournament certified.

Work with the Association Manager to pay out your specific tournament prize fund.

Close out your specific tournament within the 30 day USBC requirement.

Requirements prior to employment:

Be able to be USBC Certified

Apply and be approved for RVP/Safe Sport

Qualifications:

Have knowledge of bowling leagues, local associations, state associations and USBC

Know and understand the specific rules for the specific tournament you are working on

Strong communication, customer service, office and organizational skills

Preferred 2-year Accounting degree or equivalent work experience

5 years employment

Microsoft Office and proficiency of computer programs (Winlabs; Quicken)

10-key calculator