

Indiana State USBC Open Championship Assistant Tournament Manager

Function Overview

A successful Indiana State USBC Open Championship Assistant Tournament Manager will support the Open Championship Tournament Manager during all phases of the tournament including planning, preparation, execution and closing. The Assistant will be expected to lead day to day operations of one of the events (Team / Minors) during the execution phase.

Job Responsibilities

- Onsite day to day operations lead of one of the events during the tournament
- Manage and complete all tasks as assigned by the Open Championship Tournament Manager and Association Manager
- Scheduling the IS USBC volunteers/workers for the Open Championship
- Connect to Winlabs over the network/internet thru Teamviewer or Windows Desktop Remote to print reports, recaps, make changes and enter scores
- Assist with the setup of the tournament operations at the bowling center. This could require lifting of boxes and equipment
- Assist in preparing and presenting training classes
- Deliver announcements to bowlers before each squad

Minimum Requirements

- Self motivated with the ability to work independently and with the entire IS USBC team
- Knowledge of the Sport of Bowling including USBC Tournament Rules
- Demonstrated ability to build strong rapport and relationships with customers (bowlers) and internal / external process partners
- Ability to travel the entire state and attend every weekend of the Open Championship Tournament as well as other events of the IS USBC as required
- Basic computer skills, MS Word, MS Excel, and ability to collaborate with the IS USBC team using Google Enterprise tools such as Gmail, Drive, Sheets, Docs, Meet and Hangouts
- Must complete USBC RVP and Safesport

Preferred Requirements

- Excellent communication, presentation and negotiation skills
- Experience managing and prioritizing multiple key activities
- Experience running tournaments in Winlabs
- Good working knowledge and experience with Quickbooks
- Technically inclined with a working knowledge of computer networking