

Job Title: Indiana State USBC Scratch Tournament Manager

Requisition ID: 20241230SEM

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ABOUT INDIANA STATE USBC

IS USBC is a leading State Association of the United States Bowling Congress (USBC) in constant pursuit of excellence while working to promote the sport of Bowling by providing Programs, Events and Services to the USBC Associations and USBC members. The IS USBC strives to grow the sport of bowling through working with industry partners and delivering first class bowling events such as the Indiana Queens, Indiana Senior Masters, Indiana Scratch Classic and Indiana Masters Championship tournaments.

This role in summary

IS USBC is currently seeking qualified candidates for Indiana Scratch Tournament Manager. The position will report directly to the Indiana State USBC Association Manager and be responsible for the overall management and execution of the Indiana Queens, Indiana Senior Masters, Indiana Scratch Classic and Indiana Masters Championship Tournaments. (This may be split into two positions)

Your responsibilities will include

- Working with other IS USBC staff as a team member to ensure constant delivery of excellent customer service
- Maintaining a scratch bowler database with relevant information
- Creating and maintaining entry forms and rules (as approved by the IS USBC Staff and Board) for each Championship
- Development of required tournament forms
- Execution of the entire Championship event from yearly conception to tournament audit at the end of year.

Minimum Requirements

- Experience running bowling tournaments including bracket operations
- Outstanding communication skills
- Experience with administrative and leadership responsibilities
- Excellent organizational and time management abilities
- Proficient in computer skills, including Microsoft Office (Word and Excel) and Google Suite; Sheets, Docs and Meet.

If interested in this position, please send your resume to Brian Nunning (IS USBC Association Manager) at Brian.Nunning@indianastateusbc.org by January 10, 2025