



Position Summary

The ideal candidate will have a deep understanding of the bowling world and a proven record of successful tournament operations. The candidate will also bring to the position the capacity to work independently as well as collaboratively with the WY State Association Manager, the Officers, the Board, the Local Association officials and, most importantly, the tournament bowlers of the State of Wyoming.

The successful candidate should possess the following characteristics:

- The highest ethics and integrity, maturity, tact, diplomacy, and judgement
- The ability to serve as an effective, credible representative of the WY State USBC
- The ability to speak to audiences for announcements
- A willingness to learn and a comfort level in interacting with volunteers, proprietors, and bowlers

In addition to these characteristics, the successful candidate needs to possess the following skills/knowledge:

- Excellent communication skills, both oral and written
- The ability to plan strategically
- Superb organizational and time management skills and the ability to prioritize
- Leadership skills that will promote teamwork
- Computer literacy in Microsoft Office applications (or Google Docs)
- Working knowledge of USBC Winlabs
- Ability and experience in all aspects of financial transactions
- Ability to communicate with others and make decisions based upon the rules and policies of the WY State USBC and the ability to solve conflicts
- Be familiar and knowledgeable of all WY State and USBC rules pertaining to certified bowling tournaments

Job Description

The following is a detailed job description the successful candidate is required to adhere to during their time as Tournament Director, recognizing the fact that the description is fluid and may require the ability to adapt as the situation arises.

1. Conduct the annual WY Youth State Tournament & Youth Pepsi Tournament
2. Be on-site during the operation of the tournament
3. Understand the WY State USBC Tournament Rules for each event
4. Prepare the entry forms
5. Obtain hotel/motel facilities, restaurants, etc. from host associations
6. Mail/distribute/promote entry applications to bowling establishments, local association managers, and Board members

7. Educate the host association volunteers about tournament operations
8. Deposit all monies received from the entries to the appropriate Tournament account in a timely manner
9. Process all entries, verifying averages and membership
10. Prepare the tournament schedule for the host association and centers
11. Prepare all necessary paperwork to successfully execute each tournament
12. Complete the tournament prize list, verifying averages of all winners
13. Submit prize list to tournament committee for approval before posting
14. Have list of winners posted on the website and make the list available for all requesting it
15. Maintain good working relations with the host association officials
16. Be willing to adjust as the situation warrants
17. Submit timely reports to the Association Manager & Tournament Committee Chair
18. Maintain adequate inventories to operate the office of Director
19. Be a contributing member of the Tournament Committee
20. Maintain current standings and forward them to the website manager
21. Prepare a tournament report for Board meetings and the Annual Meeting

These specific duties and others not specified are only a sampling of the duties to be expected by the Director. Typically, the Director has some latitude when exercising the duties of the office.

#### Compensation

Presently, the Board of Directors has established the following for the Youth Tournament Director

\$1200 Youth Tournament Director Salary  
\$1800 Youth State Tournament  
\$1000 Pepsi Tournament  
\$300 Computer Rental (if applicable)  
IRS Standard Milage Rate per mile traveled  
Additional reimbursement for any other expenses incurred

#### Conclusion

The search process is currently underway. Candidates are to submit, in confidence, an application (see next page) to:

*Thank you for your interest in our association.*

Jessica Divis  
Wyoming State Association Manager  
10560 B State Hwy 59 S  
Gillette, WY 82718  
[associationmanager@bowlwyo.com](mailto:associationmanager@bowlwyo.com)

**All applications must be submitted by October 10<sup>th</sup>, 2024**  
**Youth Tournament Director Application**



Name (Last, First):
Mailing Address:
Phone Number:
Email:
Have you ever been convicted of a crime or pleaded no contest for any offense or violation other than minor traffic violations? <input type="checkbox"/> Yes <input type="checkbox"/> No   If yes, explain (on separate attachment)
Do you have any pending criminal charges against you? <input type="checkbox"/> Yes <input type="checkbox"/> No   If yes, explain (on separate attachment)
Have you every applied for this association before? <input type="checkbox"/> Yes <input type="checkbox"/> No   If yes, when:
Have you ever worked for this association before? <input type="checkbox"/> Yes <input type="checkbox"/> No   If yes, when:
How were you reffered to this association? <input type="checkbox"/> Friend/Relative <input type="checkbox"/> Website <input type="checkbox"/> Social Media <input type="checkbox"/> Email <input type="checkbox"/> Other _____
Please list special skills (word, adobe, winlabs, etc.)
Please list bowling history (length of involvement, board experience, association history, etc.)
<b>References</b>

Please list three persons who have specific knowledge of your bowling background, or education. These persons should be agreeable to be contacted by us.

Full Name & Phone Number:

Full Name & Phone Number:

Full Name & Phone Number:

**Final Questions/ Assertions**

I am currently in the Registered Volunteer Program (RVP)

I am currently Safe Sport Certified

If not, certification must be completed if hired for the position (submitting for reimbursement for Safe Sport is allowed)

***Please read carefully before signing.***

*All information contained in this application is true to the best of my knowledge and belief. I understand that misrepresentations of omissions of any kind may result in denial of employment or be cause for subsequet dismissal if I am selected/hired.*

*I authorize this association to investigate my reponses on this application and contact any or all of my references for the purpose of verifying any information I have provided and/or for the purpose of obtaining any inofrmation, whether favorable or unfavorable, about me or my bowling history.*

*Regardless of whether or not I become selected/hired by this association, I recognize that this application is not and should not be a considered a contract of employment. I understand that selection/employment for this association is on an at-will basis and that my selection/employemnt may be terminated with or without cause, and without notice, at any time, at my option or the association's, unless speciffically provided otherwise in a written selection/employment contract. I further understand that no association employee or representative has the authority to enter into a contract regarding duration or terms and condition of selection/employment other than an officer or official of the assoiation, and then only by means of signed, written document.*

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

Please submit applications to:  
Jessica Divis – Wyoming State Association Manager  
10560 B Hwy 59 S, Gillette, WY 82718

[wyoassociationmanager3@gmail.com](mailto:wyoassociationmanager3@gmail.com)