



**FLORIDA
YOUTH
SOCCER
ASSOCIATION**

A: 2828 Lake Myrtle Park Road,
Auburndale, FL 33823

W: www.fysa.com

T: 863-268-8220

Job Description: Operations and Events Assistant

Current Category of Employment: Non-Exempt (full-time) Employment

Summary:

The Operations and Events Assistant is a fulltime, hourly position located in Auburndale, FL. The qualified candidate will be responsible for assisting with the administration and execution of Florida Youth Soccer Association (FYSA) programs and events (primarily FYSA Olympic Development Program, leagues, and tournaments). Duties include customer service, managing timelines, coordinating event logistics, and serving as onsite support for FYSA events.

Detailed Duties and Responsibilities:

- Assume a key role in the planning and execution of FYSA events (including but not limited to FYSA Olympic Development Program, FSPL, Sunshine Conference, FYSA Annual General Meeting, Coaching Education, etc.)
- Assist FYSA Director of Coaching and Director of Competition with event preparation and logistics
- Assists in the coordination of FYSA event logistics (including but not limited to set up, tear down, coaching assignments, referees, field marshals, hospitality, signage, trainers, facilities, equipment, etc.)
- Prepare, plan, and execute field operations for all ODP events
- Perform administrative duties such as processing payment for participants and vendors
- Works on site at FYSA events and activities
- Develops, seeks resources, and implements specials projects for FYSA
- Understands the bylaws, policies, and programs of FYSA to answer inquiries
- Additional responsibilities as assigned by FYSA Director of Coaching and Competitions Director

Reporting Structure:

Primarily reports to the Director of Coaching and Director of Competitions.

General Overview:

- Analytical - Collects and researches data.
- Problem Solving - Resolves problems in a timely manner; gathers information skillfully; works well in problem solving situations; uses reason even when dealing with emotional topics.
- Membership Service - Responds promptly to FYSA membership needs via email or phone call.
- Interpersonal - Focuses on solving conflict, not blaming; listens to others without interrupting.
- Oral Communication - Responds well to questions; participates in meetings.
- Team Work - Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit.
- Written Communication - Writes clearly and informatively; edits work for spelling and grammar; presents numerical data effectively; able to read and interpret written information.
- Quality Management - Demonstrates accuracy and thoroughness.
- Organizational Support - Follows policies and procedures; completes tasks correctly and on time.
- Adaptability - Adapts to changes in the work environment; manages competing demands; able to deal with frequent change, delays, or unexpected events.



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- Dependability - Follows instructions, responds to management direction; takes responsibility for own actions; keeps commitments; commits to long hours of work when necessary to reach goals.
- Initiative - Asks for and offers help when needed.
- Judgment - Exhibits sound and accurate judgment.
- Planning/Organizing - Uses time efficiently; seeks additional resources when warranted.
- Quality - Demonstrates accuracy and thoroughness; applies feedback to improve performance; monitors own work to ensure quality.

Minimum Qualifications:

- Bachelor's degree or equivalent combination of education and/or related prior employment experience preferred
- Excel in managing multiple projects concurrently with strong detail, problem solving and follow-through
- Prior work experience with youth soccer or other youth sports administration is desirable
- Outstanding written and verbal communication skills
- Ability to work independently and effectively in a fast paced, team environment

Minimum Technical Requirements:

- Proficiency with Microsoft Word, Excel, PowerPoint, databases, calendar software and ability to learn new software applications quickly. Experience and expertise in the GotSport software. Able to schedule, division and run leagues/tournaments on the GotSport platform.

Work Environment:

- The FYSA work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee will predominately be in a climate-controlled office space. The employee will occasionally be exposed to outdoor weather, which may include hot or humid conditions. The noise level in the work environment is usually moderate.

Travel Requirements:

- Weekend work required as directed by supervisor.
- Ability to travel domestically as directed by supervisor.

Physical Requirements:

- Ability to lift 40 lbs. with or without assistance.

How to Apply:

Interested candidates should submit a cover letter, resume and wage requirements to Joel Dragan, FYSA Executive Director. Materials should be submitted via e-mail (jdragan@fysa.com) or by mail (FYSA c/o Joel Dragan, 2828 Lake Myrtle Park Rd. Auburndale, FL 33823). No phone calls please.



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Salary/Timeline:

Salary shall be negotiable based on experience. FYSA is seeking quality candidates to begin as soon as possible.