



**FLORIDA  
YOUTH  
SOCCER  
ASSOCIATION**

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

**W:** [www.fysa.com](http://www.fysa.com)

**T:** 863-268-8220

## **Florida Youth Soccer Association (FYSA) Seeks Coaching Education Specialist**

**Title:** Coaching Education Specialist

**Employment Classification:** Exempt employment with compensatory benefits and incentives.

### **Summary:**

Coordinates Florida Youth Soccer Association (FYSA) and US Soccer Coaching Education licenses and initiatives throughout Florida. Serves in a supporting role for FYSA Player Development and Grassroots/Recreational programming and planning. Leads FYSA strategic registration projections and planning.

### **Detailed Duties and Responsibilities:**

- Plans and executes all FYSA/US Soccer Coaching Education events and licensing courses including but not limited to:
  - o USSF Grassroots (4v4/7v7/9v9/11v11),
  - o USSF D License
  - o USSF C License
  - o USSF Grassroots Instructor License
  - o United Soccer Coaches Diplomas
- Coordinates the scheduling of licenses with member clubs ensuring classroom space, field, and player availability
- Assists in purchasing of attire, technology, and classroom needs for coaching education staff
- Coordinates hotel contracts for FYSA/US Soccer coaching courses including meeting space, breakout rooms, staff rooming blocks, and attendee room blocks
- Coordinate travel and reimbursements for FYSA/US Soccer coaching courses instructors including airfare, arrival times, rental cars, etc.
- Works with lead instructors to create specific schedules for FYSA/US Soccer coaching courses
- Coordinates and negotiates any necessary ATC or videographer contracts
- Ensures timely payments for FYSA/US Soccer coaching course staff and vendors
- Assists in managing master calendar for Player Development Staff and provides input as necessary for FYSA Master Calendar
- Assist in executing advertising for FYSA/US Soccer coaching education courses via direct email and website updates.
- Manages coaching education registrations, payments, and refunds in the US Soccer Learning Center
- Supports candidates with assignments and troubleshooting challenges with the US Soccer Learning Center
- Supports ODP, league, tournament and Recreational events as needed

### **Reporting Structure:**

- Directly reports to the Director of Coaching under the overarching supervision of the Executive Director.

### **General Overview:**



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- 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.
- Organizational Support - Follows policies and procedures; completes tasks correctly and on time.
- Judgment - Exhibits sound and accurate judgment.
- Planning/Organizing - Uses time efficiently; seeks additional resources when warranted.

**Minimum Qualifications:**

- Bachelor's degree or equivalent combination of education and related prior employment experience. Strong soccer background including the experience scheduling and facilitating events.

**Minimum Technical Requirements:**

- Proficiency with Microsoft Word, Excel, PowerPoint, databases, calendar software and ability to learn new software applications quickly. **Familiar with US Soccer Coaching Education pathway and the US Soccer Learning Center.**

**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:**

- Regular 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](mailto: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.