



**FLORIDA
YOUTH
SOCCER
ASSOCIATION**

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

W: www.fysa.com

T: 863-268-8220

Florida Youth Soccer Association (FYSA) Seeks Risk Management Specialist

Title: Risk Management Specialist

Category of Employment: Exempt employment with compensatory benefits and incentives.

Summary:

Facilitates and manages FYSA Risk Management matters. Processes tournament and travel related applications. Decides whether to approve background checks. Administers the FYSA BUCKS Program. Works with insurance carriers on behalf of FYSA for coverage issues and dispositions of claims. Decides the final disposition of most SafeSport claims. Provides as needed support to the membership necessary for operation.

Detailed Duties and Responsibilities:

- Works with FYSA background check vendors and registration platform monitoring background checks submitted to FYSA.
- Reviews submitted background checks and decides whether they should be approved or referred to the Risk Management Committee for further review.
- Decides whether most background checks should be approved or denied.
- Ensures proper submission, completion and results of member background checks.
- Reviews the results of all background checks returned with criminal history and voluntary disclosures to ensure compliance with the law.
- Works with the Risk Management Committee and/or applicants on any issues related to a background check approval.
- Assists with SafeSport Claims
- Decides the final disposition of most SafeSport claims unless referral of the claim to the Risk Management Committee is necessary;
- Develops and manages affiliate tournament and travel procedures.
- Educates FYSA membership on risk management policies, procedures, and best practices.
- Assists Executive Director in the development and implementation of risk management policies.
- Develops procedures and standards to reduce FYSA risk and exposure.
- Works directly with insurance carriers on behalf of FYSA on liabilities, claims, and putting standards in place that reduce FYSA exposures.
- Negotiates insurance policy term coverage on behalf of FYSA.
- Tracks red card and ensures compliance for member affiliate matches and tournaments.
- FYSA staff liaison for Review and Discipline Committee and Protest and Appeals Committee.
- Implement, Review and Manage all aspects of the FYSA BUCKS program.
- Annually issues and manages certificate of insurance (COI) database.

Reporting Structure:

Reports to the FYSA Executive Director

General Overview:

- Analytical - Collects and researches data.



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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.
- 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.
- 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 and discretion in approving background checks and deciding final disposition of SafeSport claims.
- 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 related prior employment experience.

Minimum Technical Requirements:

- Proficiency with Microsoft Word, Excel, PowerPoint, databases, calendar software and ability to learn new software applications quickly. Proficient in GotSoccer/GotSport user and admin functionality.

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:

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



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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.

Salary/Timeline:

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