



**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.

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

- Plans and executes all FYSA/US Soccer Coaching Education events and licensing courses. Specifically:
  - **U.S. Soccer Coach for Community Workshops**
    - Communicate with the FYSA membership regarding opportunities to host Coach for Community workshops
    - Set up workshops and facilitate registration in the US Soccer Learning Center
    - Collaborate with the FYSA membership to set up workshops in each of the FYSA Regions annually based on membership numbers, demand, and availability (2-4 workshops in each region\*)
    - Ensure timely payments for FYSA/US Soccer coaching workshop staff and vendors
  - **U.S. Soccer Grassroots Courses**
    - Communicate with the FYSA membership regarding opportunities to host U.S. Soccer Grassroots Courses
    - Set up courses and facilitate registration in the US Soccer Learning Center
    - Collaborate with the FYSA membership to set up courses annually in each of the FYSA Regions based on membership numbers, demand, and availability (40-50 total and 6-10 offered in Spanish\*)
    - Ensure timely payments for FYSA/US Soccer coaching course staff and vendors
  - **U.S. Soccer 'D' Courses**
    - Communicate with the FYSA membership regarding opportunities to host U.S. Soccer D Courses
    - Set up courses and facilitate registration in the US Soccer Learning Center
    - Collaborate with the FYSA membership to set up courses annually in each of the FYSA Regions based on membership numbers, demand, and availability (9 to 12 courses\*)
    - Ensure host club provides required classroom space, field, and player availability
    - Responsible for onsite administration when necessary
    - Work with lead instructors to create course specific schedules
    - Ensure timely payments for FYSA/US Soccer coaching course staff and vendors
  - **U.S. Soccer 'C' Courses**



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- Communicate with the FYSA membership regarding opportunities to host U.S. Soccer C Courses
- Set up courses and facilitate registration in the US Soccer Learning Center
- Collaborate with the FYSA membership to set up courses annually in each of the FYSA Regions based on membership numbers, demand, and availability (5-6 courses\*)
- Ensure host club provides required classroom space, field, and player availability
- Responsible for onsite administration
- Coordinates necessary ATC or videographer needs
- 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 course instructors including airfare, arrival times, rental cars, etc.
- FYSA liaison between the Lead Coaching Educator, Assigned Coach Educator, Host Club Contact and Accommodation and Catering (when necessary)
- Ensure timely payments for FYSA/US Soccer coaching course staff and vendors
  
- **U.S. Soccer 'B' Courses**
- Strategically plan and place US Soccer B Courses in appropriate locations in Florida
- Set up courses and facilitate registration in the US Soccer Learning Center
- Ensure host club provides required classroom space, field, and player availability
- Responsible for onsite administration
- Coordinates necessary ATC or videographer needs
- 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 course instructors including airfare, arrival times, rental cars, etc.
- FYSA liaison between the Lead Coaching Educator, Assigned Coach Educator, Host Club Contact and Accommodation and Catering (when necessary)
- Ensure timely payments for FYSA/US Soccer coaching course staff and vendors
  
- **U.S. Soccer 'DOC' Courses**
- Communicate with the FYSA membership regarding opportunities to host U.S. Soccer DOC Courses
- Collaborate with the FYSA membership to set up courses at specific market venues in collaboration with U.S. Soccer (1-2 courses\*)
- Liasson between the Lead Coaching Educator, Assigned Coach Educator, Host Club Contact and Accommodation and Catering
- Ensure timely payments for FYSA/US Soccer coaching course staff and vendors
  
- Understand and implement administration of US Soccer coaching licenses as standards evolve
- Manage coaching education registrations, payments, and refunds in the US Soccer Learning Center
- Support candidates with assignments and troubleshooting challenges with the US Soccer Learning Center



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#### **Reporting Structure:**

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

#### **General Overview:**

- 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.
- US Soccer Coach Educator License preferred

#### **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:**

- Occasional 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.



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**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)).

**Salary/Timeline:**

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