



**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

**Job Description:** Safeguarding and Compliance Administrator

**Current Category of Employment:** Exempt (fulltime) Employment

**Summary:**

The Operations and Office Administrator is a fulltime administrative position. Duties include customer service, administrative duties, adjudicating background checks, managing disciplinary hearings/actions and decision making.

**Detailed Duties and Responsibilities:**

- Assumes a key role in risk management and participant safeguarding
- Adjudicates various levels of participant background checks in accordance with FYSA, US Soccer, the Center for SafeSport and USOPC standards
- Manages participant accident injury claims from FYSA membership.
- Strategic contributions to the planning and facilitation of the FYSA Annual General Meeting
- Works on site at FYSA events and activities as needed
- Understands the bylaws, policies, and rules of FYSA to answer affiliate inquiries
- Facilitates FYSA hearings for disciplinary matters and violations of FYSA rules/bylaws in accordance with US Soccer standards and policies
- Facilitates FYSA hearings for protests and appeals of FYSA disciplinary decisions in accordance with US Soccer standards and policies
- Staff liaison to FYSA Review and Discipline Committee
- Staff liaison to FYSA Protest and Appeals Committee
- Annually issues certificates of insurance (COI) to FYSA affiliates and collaborations with FYSA insurance carrier on their distribution
- Manages and maintains FYSA certificate of insurance (COI) database
- Manages affiliate tournament hosting application process
- Works with the US Soccer Federation to determinate tournament hosting standards and procedures for international tournaments
- Develops, seeks resources, and implements specials projects for FYSA
- Tracks red card and ensures compliance for member affiliate matches and tournaments
- Other duties as assigned by supervisor

**Reporting Structure:**

Reports to the FYSA Executive Director

**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.



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- 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.
- 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
- Multiple years of event management experience
- 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.

#### **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.