



Game Administrator

Maranatha Christian Academy is committed to partnering with the school, home, and church in the education of students as they prepare to fulfill God's call on their life. Through the provision of outstanding school experience in academics, athletics, and the arts, Maranatha Christian Academy seeks to impart the values of wisdom, character, and service within each student. All employees of MCA have a ministerial opportunity to disciple students in a biblical worldview.

Days/Hours: (PRN and vary by sport. Approximations below):

Fall:

HS Volleyball – Once a week 4:00pm – 7:00pm
HS Football – Every other Friday 6:30pm – 10:00pm
HS Boys' Soccer – Once a week 4:30pm – 7:00pm
MS Volleyball – Once a week 4:00 – 7:00pm
MS Football – Every other Friday 6:30 – 9:00pm
MS Boys' Soccer – Once a week 4:00 – 6:30pm

Winter:

HS Basketball – Once a week 4:00pm – 9:00pm
MS Basketball – Once a week 4:00pm – 9:00pm

Spring:

HS Girls' Soccer – Once a week 4:30pm – 8:00pm
MS Girls' Soccer – Once a week 4:00pm – 6:30pm

Direct Report: Athletic Director

Position Overview: Oversee the operations of selected MCA home game(s).

Job Duties & Responsibilities:

- Oversee room/field setup. Double-check all necessary equipment and make sure it's ready.
- Ensure that additional volunteers are present and ready to complete their assigned tasks.
- Welcome officials and coaches; introduce yourself as a resource if they need anything.
- Serve as a general resource for fans and other participants in the game.

- As the “administrator-on-site,” monitor fans and coaches. If anyone gets too aggressive or displays behavior that is unsafe, it is your responsibility to ensure that they are removed from the game (security will be on-site).
- Stay until the game is over and ensure that the facilities are secure and clean before you leave.

Qualifications & Requirements:

- Ability to maintain composure in a tense and loud environment.
- Ability to foresee and solve problems in a calm manner.
- Ability to maintain a positive and grace-giving demeanor throughout the event.

Physical Requirements:

- Ability to walk, stand and sit for extended periods.
- Ability to push/pull/lift up to 30 lbs.

Job Training:

There will be 3 administrator job trainings available for the 2024-2025 school year (one per season)

Fall Sports: Monday, August 5th 7:00pm – 8:00pm (after fall sport parent night)

Winter Sports: Monday, November 11th 7:00pm – 8:00pm (after winter sports parent night)

Spring Sports: Monday, February 24th 7:00pm – 8:00pm (after spring sports parent night)