

VBS Job Descriptions

- ❖ **Team Leader:** This person is assigned to an age group and is considered the lead adult of the team. They will be responsible for getting teams to their rotations on time and leading “Team Time” which is a scheduled rotation of review and a time for adults to answer questions/have Gospel conversations through the week. Some age groups will have multiple teams which means we need more help in this area.
- ❖ **Team Assistants:** These adults will be assigned to age groups and are the right hands of the Team Leader. They will assist them in getting teams to their rotations, helping with bathroom breaks, etc. They will help with Gospel conversations through the week during “Team Time”. Some age groups will have multiple teams which means we need more help in this area.
- ❖ **Team Helpers:** These will be teenagers that are assigned to teams to help the adults and bond with kids throughout the week as they go to rotations and during any potential free time during “Team Time” if adults are having conversations. Some age groups will have multiple teams so we need more help in this area.
- ❖ **Bible Study Leaders:** These adults will be assigned to an age group and will be responsible for teaching and leading Bible Study each day. The goal is to have one Bible Study leader for all teams so that no teams are combined for Bible Study. *(Each Bible study leader is responsible for decorating their own room.)* (Some age groups will have multiple teams so we need more Bible leaders to accommodate that.)
- ❖ **Crafts Rotation Leader:** This adult will be considered the lead for the Crafts rotation for 1st through 5th graders. They will be responsible for organizing crafts each day and executing them. *(Crafts leaders are responsible for decorating their own room.)*
- ❖ **Crafts Rotation Assistants:** These adults will be the “right hands” of the Crafts Rotation Leader. They will assist in the prep and execution of these activities each day.
- ❖ **Crafts Rotation Helpers:** These will be teenagers that can help with assisting kids throughout this rotation each day.
- ❖ **Recreation Rotation Leader:** This adult will be considered the lead for the Recreation Rotation for 1st through 5th graders. They will be responsible for organizing supplies for games each day and executing them.
- ❖ **Recreation Rotation Assistant:** These adults will be considered the right hands to the Recreation Rotation Leader. They will assist in the prep and execution of these activities each day.

Job Descriptions Cont.

- ❖ **Recreation Rotation Helpers:** These will be teenagers that assist in the execution of games. They will often participate directly in the games to make teams larger or fill in if there's an odd number where partners are needed.
- ❖ **Snacks Rotation Leader:** The snacks leader will be responsible for planning and organizing the snacks each day. They will also coordinate the delivery of snacks to preschoolers in the Link.
- ❖ **Snacks Rotation Assistants:** These adults will be the "right hands" to the Snacks Rotation Leader. They will assist in the organizing and passing out of snacks and could also be asked to assist the Missions leader in discussions when there is more than one team in this rotation at a time.
- ❖ **Missions Rotation Leader:** The Missions leader will be responsible for preparing and leading the missions time as soon as snack is passed out to each group. (Missions leaders should brainstorm how to decorate their space. It's recommended to not try and cover the entire Fellowship Hall, but just the missions side. We may be able to provide posters and things that could aid in helping the other half of the fellowship hall not feel super empty.)
- ❖ **Missions Rotation Helper:** These will be teenagers. They will be able to help during the missions rotation. This is great for teenagers that may be interested in missions as a whole!
- ❖ **Babies Team Assistants:** These adults will be assigned to assist Margie Blanchard with infants and young toddlers in the nursery. They will be responsible for typical infant care throughout the day. (Remember the only babies and toddlers in attendance will be those belonging to a VBS volunteer.)
- ❖ **PreK2 & PreK3 Team Leader:** This adult will be considered the lead adult for children too old for the nursery but not yet completed PreK4. They will be responsible for teaching and leading Bible as well as getting the group through each "recommended rotation" of the day. (Remember the only preschoolers in attendance this young will be those belonging to a VBS volunteer.) (Decorating the space for this group is optional, but it would be the team leader's responsibility if they choose to do so.)
- ❖ **PreK2 & PreK3 Team Assistants:** These adults will be considered the "right hands" of the PreK2 & PreK3 team leader. They will assist in the execution of activities and care of preschoolers throughout the day.
- ❖ **PreK2 & PreK3 Team Helpers:** These will be teenagers (High school only) that can assist with this team. They will be able to help preschoolers through their activities and play with them throughout the day, allowing adults to prep the next activity/care for children's toileting needs, etc. Teens should not assist children with their toileting needs.

Job Description Cont.

- ❖ **PreK Crafts Leader:** This adult will be considered the lead in PreK Crafts (PreK2 through Kindergarteners). They will be responsible for planning and organizing these activities each day. (Decorating this space is optional but would be the leader's responsibility if they choose to do so.)
- ❖ **PreK Crafts Assistant:** These adults will be considered the “right hand” of the lead for this rotation and will assist in the organization and execution each day of prek crafts. (There will be two rooms this year to help with the size of the age groups. The lead will go between both rooms so we need double the assistants and helpers this year!)
- ❖ **PreK Crafts Helpers:** These will be *teenagers* assigned to assist adults in working with children during this rotation to help them complete their activities. (There will be two rooms this year to help with the size of the age groups. The lead will go between both rooms so we need double the assistants and helpers this year!)
- ❖ **Registration/Check-In Assistants:** These adults will assist our lead, Tabitha Tate, with Registration and check-in each morning. They will help families check in on the computers/ipads and greet all that arrive each morning. It will be helpful for adults in this rotation to have a smartphone that could download the app we use (that will mostly be utilized at pickup). They will be able to do this and another job if they so desire. (Preferably something other than team leader or assistant since they will be doing check-in and not in the sanctuary with the kids each morning. Rotation jobs would be best to pair with this.) This is also a great job for people who might want to be involved with VBS but can't commit the full morning each day. If they can only be present for this job, it would be wonderful if they can return at the end of the morning as well to assist during pick up.
- ❖ **Media:** We would benefit greatly from two media workers. They would run slides, sound, and lighting during both opening and closing worship rallies. Then they float during the morning to help missions or rec with any sound/media needs they would have during the day. See Sydney directly if you're interested in this role.
- ❖ **R&R Room:** Each year we provide a space for our adult and student volunteers to take a quick break and grab some food to refuel to finish their day. We need 2-3 adults willing to staff the R&R room. They would be tasked with planning the food and organizing the room each day. We hope to have most food or money for this food provided by donation from SBF classes and other groups but some VBS money could be utilized if needed! See Sydney directly if you're interested in this role.
- ❖ **Security:** Deacons will provide normal security in the camera room and throughout. We will hire a uniformed officer as well.