

## Staff Job Descriptions

### Publicity Coordinator (Advertising)

Best fit for this job: Someone who is organized and energetic.

- Plans publicity campaign (see Promotion section in the *Directors Guide* for further information)
- Plans ways to build excitement for VBC within the church family
- Plans ways to promote VBC to the community
- Enlists others to help with publicizing VBC
- **Prays** over all aspects of this job before, during, and after VBC

### Administrative Coordinator

Best fit for this job: Someone who is organized and enjoys working with people.

- Oversees administrative tasks of VBC (read through the *Director Guide* and other manuals for further information)
- May oversee others who help with administrative tasks
- Organizes and runs the registration of children
- Assists the director with tasks, such as setting VBC dates, designing customized schedules, assigning rooms, and ordering supplies
- May help with administrative tasks, such as typing, copying, and preparing mailings
- Keeps records during the week of VBC
- Organizes and evaluates information after VBC
- Attends training session(s)
- **Prays** over all aspects of this job before, during, and after VBC

### Prayer Coordinator

Best fit for this job: Someone who has a heart for prayer and for organizing others to pray.

- Plans all prayer-related activities involved in VBC (see page 24 for further information)
- Helps execute prayer activities
- **Prays** over all aspects of this job before, during, and after VBC

### Craft/Science Coordinator

Best fit for this job: Someone who is organized and enjoys planning, preparing, and executing craft and/or science ideas. This may be one person's job, or you may want to split it into two, with a craft coordinator and a science coordinator.

- Plans crafts and/or science experiments for all age levels (see *Inventors' Science and Crafts Guide* for further information) Check Carol's Pinterest page, as well as the TimeLab Pinterest page.
- May oversee others who help with crafts and/or science experiments
- Organizes craft and/or science experiment donation sign-ups for church family
- Buys all extra supplies that have not been donated
- Enlists help and prepares necessary craft supplies and/or science experiments ahead of time so everything is organized into daily packets for the children
- Presents the crafts and/or science experiments during VBC and/or oversees others who present them
- Oversees the setup and cleanup of the craft and/or science experiment area(s) each day
- Attends training session(s)
- **Makes sure key lesson themes are reinforced through the crafts and/or science experiments**
- **Prays** over all aspects of this job before, during, and after VBC



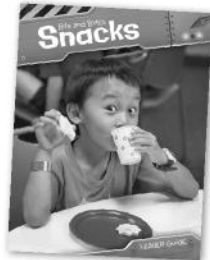
## Registration

- Assists registering the children as they arrive
- Listens to memory verses
- Allocates points and records them, based on what the children have brought in (ex. Homework sheet)
- Puts take home items in the children's backpacks daily.
- Attends training session(s)
- **Prays** over all aspects of this job before, during, and after VBC

## Snack Coordinator

Best fit for this job: Someone who is organized and enjoys working with food.

- Plans snacks for all age levels (see *Bits and Bytes Snack Guide* for further information)
- May oversee others helping with snacks
- Organizes snack donation sign-up for the church family
- Buys all extra supplies that have not been donated
- Prepares daily snacks for VBC and/or oversees others who are helping with snacks
- Monitors which children have allergies, plans accordingly (after discussion with parents), and notifies the appropriate team leaders and helpers
- Coordinates the serving of snacks each day
- Oversees cleaning up the snack area(s) daily
- **Makes sure key lesson themes are reinforced through the snacks**
- Attends training session(s)
- **Prays** over all aspects of this job before, during, and after VBC
- See Carol's Pinterest page for more ideas.



## Music Coordinator

Best fit for this job: Someone who is enthusiastic and enjoys singing with children.

- Learns all music and motions for the songs (see *Assembly Guide*, *Music Leader Set* and *Memory Verse Songs Leader Set* for further information)
- Helps plan and run the daily assemblies, including enthusiastically leading music
- Trains others to learn songs and motions ahead of time so they can also be up front helping to lead music
- Attends training session(s)
- **Prays** over all aspects of this job before, during, and after VBC



## Game Coordinator

Best fit for this job: Someone who enjoys planning and running recreational games for children.

- Plans games for all age levels (see *Quantum Leap Game Guide* for further information)
- Gathers game supplies ahead of time
- Sets up games daily during VBC
- Runs game time and/or oversees others who are running game time
- Oversees cleaning up the game area(s) each day
- Plans rainy day games, in case of inclement weather
- **Makes sure key lesson themes are reinforced through the games**
- Attends training session(s)
- **Prays** over all aspects of this job before, during, and after VBC
- See Carol's Pinterest page for more



## Time Keepers (Team Leaders)

Best fit for this job: Someone who enjoys building relationships with teams of children. **NO teaching** involved.

- Leads them from rotation to rotation throughout the VBC day, actively participating and helping as needed
- Makes sure all children on the team are accounted and cared for and are enjoying VBC
- Sends home important fliers, crafts, and other items from each day's VBC
- Checks the children out each day
- **Prays** over all aspects of this job before, during, and after VBC
- Attends training session(s)
- **MORE DETAILS IN THE "TEAM GUIDE RESPONSIBILITIES" DOCUMENT**

## Scientists (Teachers)

Best fit for this job:  
Someone who enjoys teaching children.

- Plans and prepares daily lessons for VBC (see *Junior Teacher Guide*, *Primary Teacher Guide*, *Pre-Primary Teacher Guide*, or *Toddler Teacher Guide* for further information)
- Enthusiastically engages in delivery of the lessons during week of VBC
- **Prays** over all aspects of this job before, during, and after VBC
- Attends training session(s)



## Decorating Coordinator

Best fit for this job: Someone who has creative ideas and enjoys decorating.

- Plans the decorations for all areas of the facility to make the space appealing (see *Decorating Decisions* on page 49 for further information)
- Organizes decorating supplies and oversees a group to set up before VBC
- Organizes and oversees a group to take down the decorations after VBC is over
- Check Carol's Pinterest board, as well as the TimeLab Pinterest Board and YouTube channel

## Sound/AV Coordinator

Best fit for this job: Someone with a knowledge of sound, lighting, and visual displays.

- Organizes and runs all the AV components of VBC (see *Assembly Guide* for further information)
- Sets up microphones, video presentations, and stage effects
- **Prays** over all aspects of this job before, during, and after VBC
- Attends training session(s)



## Assistants / Helpers

The assistant position is not a leadership position but is critically important. Assistants are the hands and feet of VBC.

- **NO teaching** involved
- They work under the designated leader of each area, helping and assisting in whatever way they can.
- **Prays** over all aspects of this job before, during, and after VBC
- Attends training session(s)

## Photographer

Best fit for this job: Someone who is knowledgeable about photography, enjoys taking pictures, and enjoys children.

- Takes pictures of preparations that are occurring before VBC
- Is informed of which children may not be photographed
- Takes numerous pictures during VBC week
- Takes individual pictures or class pictures of children
- Takes a group shot of entire VBC
- Develops and organizes photos after VBC for all to enjoy
- Attends training session(s)
- **Prays** over all aspects of this job before, during, and after VBC

