

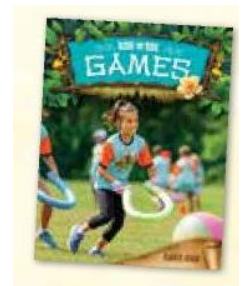
Staff Job Descriptions

Note that you may be placed in a position other than your indicated preference.

Game Coordinator

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

- Plans games for all age levels (see *Ride the Tide Game Guide* for further information)
- Gathers game supplies ahead of time
- Sets up games daily during VBS
- Runs game time and/or oversees others who are running game time
- Oversees cleaning up the game area(s) each day
- **Makes sure key lesson themes are reinforced through the games, as per the guide. Note that you are NOT re-teaching the lesson.**
- **Prays** over all aspects of this job before, during, and after VBS
- 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 VBS
- Ensures photo releases from parents have been secured and is informed of which children may not be photographed
- Takes numerous pictures during VBS week
- Takes individual pictures or class pictures of children
- Takes a group shot of entire VBS
- Develops and organizes photos after VBS for all to enjoy
- **Prays** over all aspects of this job before, during, and after VBS
- Attends training session(s)

Group Guides (see also expanded description)

Best fit for this job: Someone who enjoys building relationships with teams of children.

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

Snack Coordinator

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

- Plans snacks for all age levels (see *Tropical Treats 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 VBS 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, as per the guide. Note that you are NOT re-teaching the lesson.**
- **Prays** over all aspects of this job before, during, and after VBS
- Attends training session(s)

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 VBS (see page 25 of the *Director Guide* for further information)
- Helps execute prayer activities
- **Prays** over all aspects of this job before, during, and after VBS
- Attends training session(s)

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
- Helps plan and run the closing program
- **Prays** over all aspects of this job before, during, and after VBS
- 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 51 of the *Director's Guide* for further information). See also YouTube for *The Incredible Race* decorating ideas.
- Organizes decorating supplies and oversees a group to set up before VBS
- Organizes and oversees a group to take down the decorations after VBS is over
- **Prays** over all aspects of this job before, during, and after VBS
- Attends training session(s)

Lighthouse Keepers (Teachers)

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

- Plans and prepares daily lessons for VBS (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 VBS
- **Prays** over all aspects of this job before, during, and after VBS
- Attends training session(s)



AV Coordinator

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

- Organizes and runs all the A/V components of VBS (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 VBS
- Attends training session(s)



Assistants

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

- **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 VBS
- Attends training session(s)

Registration

Best fit for this job: Someone who possesses organization and people skills, and has a heart for children

- **No teaching** involved
- Ensure the smooth registration of children, daily.
- Listen to memory verses and sign off on them, as well as any contest items.
- Prepare items to go home each night, as per the specific list provided.
- **Prays** over all aspects of this job before, during, and after VBS
- Attends training session(s)

Memory Verse Coordinator

Best fit for this job: Someone who understands the value of learning memory verses.

- Decides how to teach memory verses (ideas in the science/craft guide, in the teacher's guides, and there is a dvd of memory verse songs in the starter kit; there's an Awana book with ideas; Carol has ideas from Faith Mission), and plans and prepares as necessary
- Don't forget to explain the verse's meaning, **as well as** helping the children learn the verse
- **Prays** over all aspects of this job before, during, and after VBS
- Attends training session(s)

Administrative Coordinator

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

- Oversees administrative tasks of VBS (read through the *Director Guide* and other manuals for further information)
- May oversee others who help with administrative tasks
- Recruits and places volunteers
- Organizes and runs the registration of children
- Assists the director with tasks, such as setting VBS 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 VBS
- Organizes and evaluates information after VBS
- **Prays** over all aspects of this job before, during, and after VBS
- Attends training session(s)

Publicity Coordinator (Advertising)

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

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

Craft/Science Coordinator

Best fit for this job: Someone who is organized and enjoys planning, preparing, and executing craft and science ideas.

- Plans crafts and science experiments for all age levels (see *Deep Sea Science and Crafts Guide* for further information)
- 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
- Decides which daily challenges to do (choices are written into the science/craft guide) and prepares accordingly
- Presents the crafts and/or science experiments during VBS and/or oversees others who present them
- Oversees the setup and cleanup of the craft and/or science experiment area(s) each day
- **Prays** over all aspects of this job before, during, and after VBS
- Attends training session(s)
- **Makes sure key lesson themes are reinforced through the crafts and/or science experiments, as per the guide. Note that you are NOT re-teaching the lesson.**