



## Staff Job Descriptions

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

### Snack Coordinator

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

- Plans snacks for all age levels (see *Rainforest Refreshment and Recreation Guide* (item 10-6-005) for further information)
- May oversee others helping with snacks
- Organizes snack donation sign-up for 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
- 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. 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)

### Game Coordinator

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

- Plans games for all age levels (see *Rainforest Refreshment and Recreation Guide* (item 10-6-005) 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 daily
- **Makes sure key lesson themes are reinforced through the games. 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)

### **Expedition Team Leader**

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

- Checks the children in each morning
- **Leads them from rotation to rotation throughout the VBS day, actively participating and helping as needed**
- Makes sure all are accounted and cared for, and are enjoying VBS
- Sends home important fliers, crafts, and other items from each day's VBS
- Writes a follow-up postcard (item 10-6-064) to each child after VBS (opt)
- **Prays** over all aspects of this job before, during, and after VBS
- Attends training session(s)

### **Sound / AV Co-ordinator**

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

- **Organizes and runs** all the AV components of VBS (see the *Production 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)

### **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)

### **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)

### **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 the *Production Guide*, *Amazon Expedition Promotional & Recruitment DVD*, *Jungle Jam* music CD, and *Jungle Jam Sheet Music* for further information)
- Enthusiastically **leads** music at the daily assemblies
- Trains others to learn songs and motions ahead of time so they can also be up front helping to lead music (opt)
- **Prays** over all aspects of this job before, during, and after VBS
- Attends training session(s)

### **Decorating Co-ordinator**

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 the *Director's Guide* for further information)
- Organizes decorating supplies and oversees a crew to set them up before VBS
- Organizes and oversees a crew to take down the decorations after VBS is over
- Prays over all aspects of this job before, during, and after VBS

### **Prayer Co-ordinator**

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 the *Director's Guide* for further information)
- Helps execute prayer activities
- **Prays** over all aspects of this job before, during, and after VBS

### **Publicity Co-ordinator**

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

- Plans publicity campaign (see pp. 57–68 of the *Director's 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

### **Craft Co-ordinator**

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

- Plans crafts for all age levels (see *Amazon Arts and Craft Guide* (item 10-6-004) for further information)
- May oversee others helping with crafts
- Organizes craft donation sign-up for church family
- Buys all extra supplies that have not been donated
- Enlists help and prepares necessary craft supplies ahead of time so everything is organized into daily packets for the children
- May act as the presenter of the crafts during VBS, or may oversee others presenting the crafts
- Oversees the clean-up of the craft area(s) each day
- **Makes sure key lesson themes are reinforced through the crafts**
- **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 shooting pictures, and enjoys children

- Takes shots of preparations that are occurring before VBS
- Takes numerous shots 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)

