

Roles and Responsibilities

Registrar: Recruit staff to man registration tent Monday and Tuesday morning. Includes signing campers in, registering new campers, passing out parent packets, and ensuring that parents/guardians have completed all paperwork for records. Pass all paperwork DIRECTLY to the Director following the morning registration period.

Photographer: Photograph activities throughout the week while abiding by photography consent permissions. Organize slideshow of photographs for the Closing Program.

AV: Create presentation slides for all VBS music. Play VBS music in the background each morning and afternoon throughout arrival and dismissal. Manage microphones, play music, and display lyrics during opening and closing assemblies as well as in music station. Attend the closing program on Friday night to manage microphones, play music and display lyrics, as well as present VBS photo slideshow.

Family Leader: Oversee and lead the family group - including Family Helpers and Campers - and maintain discipline. Continuously track attendance and number of campers (and staff) under your care. Communicate with the Director if any campers are absent or come in late. Escort Campers and Helpers through transitions to each station in a controlled fashion (i.e. lining up, making sure that everyone is accounted for, communicating clear next steps, traveling together safely). Assist station staff in management of the campers at each station by ensuring that campers are following directions and helpers are assisting. Manage dismissal of campers to parents/guardians by having them sign their child/children out and collecting the camper's name tag as they are dismissed. Bring any campers who are not picked up within 5-10 minutes to the Director for parents to be called. Report any issues or concerns that arise to the Director or the Head of Staff. Complete and sign off on community service forms for your helpers then give them to the Director.

Family Helper: Assist Family Leader in all stations and throughout all transitions. Interact with and build relationships with the campers under care. Participate in all activities to encourage all children to stay engaged (i.e. sing and do motions to all Music, help children with Crafts, review Bible verses, participate in App activities and discussions, play with children in Rec, talk with and help campers with Snack). Always refer to your Family Leader whenever questions about what to do arise. Report any concerns about the campers to your Family Leader, Head of Staff, or Director. Do not accept children from or release children to parents without the Family Leader's knowledge and approval. Wait for all campers to be picked up and permission from your Family Leader before you leave for the day.

Music Leader: Learn all motions to the VBS songs. Schedule rehearsals prior to and during VBS week to teach the songs and motions to all other Music helpers. Teach (or coordinate teaching among other leaders/helpers) music and motions to children to prepare for the closing program. Lead 1-2 songs during opening and closing assemblies each day. Attend the closing program to lead campers in performing songs. Complete and sign off on community service forms for your helpers then give them to the Director.

Music Helpers: Assist music leader with all groups in Music station. Attend rehearsals to learn and practice all music and motions for VBS music. Engage with and encourage participation of all campers and staff by singing and doing motions to all songs. Attend the closing program to help lead campers in performing songs.

Crafts Leader: Prior to VBS choose, test, and prepare 5 crafts for campers to complete during VBS. Coordinate purchase/gathering of materials with the Director. Delegate tasks to prepare supplies for crafts and, if desired, join VBS prep nights to get additional help. Plan a strategy to distribute crafts to campers on Friday. Explain directions for how to complete each craft to craft helpers, family helpers, and campers in each group. Lead each group in creating their crafts and have coloring pages available for early finishers.

Crafts Helpers: Assist Crafts Leader with all groups in Craft station. Help with any crafts preparation necessary throughout the week. Help ensure that every camper puts their name on their craft before beginning. Encourage participation of all campers by helping them with their crafts and engaging in conversation with them as they are working. Assist with setting the crafts aside to dry and organizing the crafts into bags for the campers to take home at the end of the week.

Bible Helpers: Assist Bible Leader with teaching Bible lessons. Lead games/activities and encourage participation of all campers and staff. Make Bible verse posters and assist with teaching and practicing the Bible verse each day. May also be asked to review memory verses at Opening and Closing Assemblies.

Application Leader: Determine missions or service project in consultation with the Director. Educate staff and campers about missions or service project. Plan age appropriate activities and discussions for each group that will help the campers make connections to the Bible lesson and apply the lesson to their lives. Lead activities and discussions and direct helpers as they work with the campers.

Application Helpers: Assist Application Leader with all groups in App station. Learn/have knowledge of Bible lessons, Bible verses, and mission or service project. Participate and encourage participation of all campers and staff in all discussions, games, and activities.

Recreation Leader: Choose and coordinate games and activities that will help the campers be active and build teamwork. Gather supplies and communicate any need for additional supplies to the director. Begin each session with stretching, explain the game (or game options) for that day, and lead children and staff in playing the games. Make sure that campers are able to safely participate (i.e. close toed shoes, no major injuries or health concerns), if applicable they may play with chalk, hula hoops, jump ropes, etc. Pre-K and Kindergarten groups may go on the playground for more age appropriate play.

Recreation Helpers: Assist Recreation Leader with all groups in Rec station. Help set up any equipment/supplies as soon as you arrive in the morning and help clean up all equipment/supplies at the end of the day. Participate in all stretching and games or activities by actively playing with the children.

Staff Snack Leader: Choose snacks, gather donations and/or purchase ingredients and other supplies. Prepare and lead helpers in preparing and setting out snacks for staff. If necessary, label food with major allergens. Supervise staff who are getting snack and make sure that they: are spending a reasonable amount of time getting snack, are leaving enough snack for others, do not take snack out of the staff snack area, and return to their station in a timely manner. Remind staff to wash their hands before and after snack to protect against germs and allergens. Report any problems to the Director and/or the Head of Staff so that they can be addressed.

Snack Leader: Choose snacks, gather donations and/or purchase ingredients and other supplies. Prepare and lead helpers in preparing and distributing snacks to campers. Begin with each group by praying for the food. Track and take into account any allergies for campers in each group and make sure that appropriate snack is available. Lead/guide campers in proper clean-up of the snack area. "Reset" snack area for the next group (shake off tarps, wipe up spills, set out new food). At the end of the day make sure the kitchen is clean & organized, and clean/fold up the tarps and put them away.

Snack Helpers: Assist Snack Leader with all groups in Snack station. Help prepare and distribute snacks to all campers (including appropriate snacks for campers who have allergies). Engage in conversation with the campers as they eat snack. Encourage each camper to clean up all their snack and garbage when they are finished. Help "reset" snack area for the next group. Assist with cleaning up the kitchen, and cleaning, folding, and putting away tarps.

Teen Program Helpers: Assist the Teen Program Leader with all music, snacks, games, and activities by encouraging participation and engaging in conversation with teens. Help as needed with the Bible lesson. Help clean up areas used during the Teen Program to ensure that the space is ready for VBS in the morning.

VBS Prep Helpers: Help with any prep work needed. May include: tracing, coloring, painting, cutting things out, laminating, hanging decorations, preparing crafts, putting labels on bags for crafts, etc. Assist with cleaning up and organizing the work space each evening so that there is not a big mess left.