

## **Breaker Rock Beach VBS Job Descriptions**

**Before VBS Roles:** These roles should be filled by people **16 and older**. These people will work with the VBS director to plan, prepare, and organize the materials for their respective station. You do not need to be available the week of VBS in order to fill these roles, but will be best equipped to slide into the station leader position during VBS. If you are unable to be at VBS, a meeting with the Station Leader for your area would be arranged for you to share information.

### **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
- Helps execute prayer activities for VBS
- Prays over all aspects of this job before, during, and after VBS

### **Craft Coordinator**

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

- Plans crafts for all age levels using the Kieran's Crafts in the Courtyard Guide for inspiration
- Organizes craft donation lists for the congregation and shares with VBS Director
- Buys all extra supplies that have not been donated (or communicates what needs to be purchased with the VBS Director)
- Prays over all aspects of this job before, during, and after VBS

### **Decorating Coordinator**

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

- Plans the decorations for all areas of the church to make the space appealing
- Creates a list of needed donations from the congregation and shares with the VBS director
- Purchases needed supplies (or communicates to the director what needs to be purchased)
- Plans decorating work days to create decorations (March-June)
- Organizes decorating supplies and oversees a group to set up before VBS (weeks of June 3rd and June 10th)
- Organizes and oversees a group to take down decorations after VBS is over (June 22nd)
- Prays over all aspects of this job before, during, and after VBS

\*People younger than 16 may sign up for this role with an adult (or with the VBS Director's approval) and should be able to follow directions independently.\*

### **Games Coordinator**

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

- Plans games for all age levels using the Griffin's Games on the Green Guide for inspiration
- Gathers game supplies ahead of time and communicates with the VBS Director about any needed items
- Helps plan games and activities for the Saturday Night Family Tournament and Celebration
- Prays over all aspects of this job before, during, and after VBS

### **Snack Coordinator**

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

- Plans snacks for all age levels using the Tessa's Treats in the Town Guide for ideas
- Organizes snack donation list for the congregation and share with the VBS Director
- Buys all extra supplies that have not been donated (or communicates what is needed to the director)
- Manages which children have allergies, plans accordingly, and notifies the appropriate Pod Leaders and helpers
- Prays over all aspects of this job before, during, and after VBS

### **Volunteer Hospitality Coordinator**

Best fit for this job: Someone who enjoys making others feel appreciated

- Plans and organizes volunteer treats/food/coffee each day
- Enlists other volunteers to sign up to make/bring food each day for the Volunteer lounge
- Decorates the volunteers lounge to make it friendly and relaxing
- Enlists other volunteers to be a host in the volunteer lounge each morning
- Plans for and purchases small treats/gifts for the volunteers as a token of appreciation

### **During VBS Roles:**

These roles should be filled by people 18 and over who are also a member of either St. Michael or Emmanuel Lutheran Church. Helper roles may be filled by adults as well as teens entering 6th grade and above.

### **Pod (Group) Leaders**

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

- Checks the children in and out each day
- Leads the children from rotation to rotation throughout the VBS day, actively participating and helping as needed
- Makes sure all children in the group 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

### **Pod (Group) Helpers**

Best fit for this job: Someone who enjoys building relationships with groups of children and can take and follow instructions from the Pod Leader. These people should be motivated and energetic and have a desire to be at VBS

- Assists the Pod Leader with leading the students from station to station, actively participating and helping as needed
- Remains with the group at all times and communicates with the Pod Leader when taking students to the restroom, etc.
- Prays over all aspects of this job before during, and after VBS

You should be available the week of VBS (or the majority of the week) in order to fill these positions.

### **Photographer**

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

- Takes numerous pictures during VBS week
- Takes individual pictures or class pictures of children
- Develops and organizes photos after VBS for all to enjoy
- Prays over all aspects of this job before, during, and after VBS

### **A/V Coordinator and Helper**

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
- Sets up microphones, video presentations, and stage effects

Prays over all aspects of this job before, during, and after VBS

### **Snack Station Leader:**

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

- Prepares daily snacks for VBS each day and oversees others who are helping with snacks
- Monitors which children have allergies, plans accordingly, and notifies the appropriate Pod Leaders and helpers
- Coordinates the serving of snacks each day
- Oversees the cleaning up of the snack areas daily
- Makes sure key lesson themes are reinforced through the snacks
- Prays over all aspects of this job before during, and after VBS

### **Snack Station Helper**

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

- Prepares daily snacks for VBS each day and takes direction from the Snack Station Coordinator
- Helps with the serving of snacks each day
- Helps with the cleaning up of the snack areas daily
- Prays over all aspects of this job before during, and after VBS

### **Craft Station Leader**

Best fit for this job: Someone who is organized and enjoys preparing and executing craft ideas. This can be filled by one person and two people who split the job.

- Oversees the set up and cleanup of the craft each day, organizing supplies and making sure everything needed is there
- Presents instructions to the students about how to complete the craft each day
- Oversees craft helpers, instructing them on their own duties each day
- Makes sure key lesson themes are reinforced through the craft each day
- Prays over all aspects of this job before, during, and after VBS

### **Craft Station Helpers**

Best fit for this job: Someone who enjoys preparing and executing craft ideas and who can take and follow instructions given by the craft coordinator

- Assists the Craft Coordinator with preparing for and setting up each day's craft
- Assists the students in completing their craft projects each day
- Assists with clean up each day

### **Games Station Leader**

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

- Gathers, sets up, and cleans up supplies for each day's games
- Instructs the Games Helpers on how to play the games and on individual responsibilities each day
- Instructs the children on how to play the games and actively participates and assists as needed
- Makes sure key lesson themes are reinforced through the games
- Prays over all aspects of this job before, during, and after VBS

### **Games Station Helper**

Best fit for this job: Someone who enjoys running recreational games for children and take and follow instructions given by the Games Coordinator

- Assists the Games Coordinator with gathering and setting up supplies for each day
- Helps lead the students through each day's games with an upbeat and positive attitude
- Helps clean up materials each day
- Prays over all aspects of this job before, during, and after VBS

### **Nursery Leader**

Best fit for this job: Someone who enjoys caring for and engaging with children ages 0-3.

- Oversees the nursery area
- Plans activities for the children as appropriate using the Toddler guide for ideas
- Directs nursery helpers in the care and supervision of the children.
- Prays over all aspects of this job before, during, and after VBS

### **Nursery Helper**

Best fit for this job: Someone who enjoy working with children aged 0-3

- Follows instructions from the Nursery Leader on how to care for and interact with the children
- Engage with children through reading, play, etc.
- Comfortable following a diaper changing protocol
- Comfortable comforting children who may miss their caregivers
- Prays over all aspects of this job before, during, and after VBS

### **Music and Motions Assistant**

Best fit for this job: Someone who loves music and is comfortable leading groups of children in motions and lyrics

- Learns the words and motions to the songs
- Helps the Music Leader teach the words and motions to the students
- Comfortable in front of the group
- Enthusiastic and energetic and can encourage the children to sing and dance
- Prays over all aspects of this job before, during, and after VBS

### **Student Music Leader (Grades 6-9)**

Best fit for this job: Someone who can play an instrument and/or has strong vocal ability and can learn music quickly in order to lead a song or two during our Saturday night service

- Plays an instrument or sings
- Can learn a song or two during the week of VBS well enough to play it during the service
- Works well with other musicians
- Is enthusiastic and energetic
- Prays over all aspects of this job

### **Clean Up Crew (Friday after VBS)**

Best fit for this job: Someone with an attention to detail who can carefully take down decorations that need saving and dispose of ones that do not.

- Follow directions of the VBS Director in order to take down, save/toss decorations
- Able to climb stairs into the attic to put items away
- Carry discarded items to the dumpster
- Possibly climb ladders to remove decorations

### **Registration**

Best fit for this job: Someone who is friendly and welcoming

- Assist in entering any walk-ins the first day of VBS
- Help get children signed in and to the appropriate location in the Sanctuary each day.
- Availability from 8:30-9:30 and 11:30-12:15 each day of VBS
- Prays over all aspects of the job before, during, and after VBS

### **Put me wherever you need me**

Best fit for this job: These people are those wonderful souls who don't have a preference for where they serve; they just want to serve. You will be placed in whatever role needs filling, but it will be communicated with you ahead of time.