

VBS Volunteer Job Descriptions

Station Leaders

Station Leaders get daily curriculum/activities from the VBS kit. You don't have to make anything up, unless you want to! Each group of children (Crew) visits your "station" on a rotating basis, kind of like high school. Each station leader is responsible for decorating and un-decorating their station, in coordination with the Decorations Coordinator.

Storytelling Station Leader

Retells the story/verse of the day, usually through re-enacting the story and other activities. One adult, sometimes with youth helpers.

Crafts Station Leader

One leader, other adult/youth helpers. Plans crafts that tie to the daily Bible story. The VBS curriculum has craft plans, but other ideas are welcome, being cognizant of any severe contact allergies. Determines supplies needed and creates donation sign-ups so that church members/KOG can donate supplies. Remember that we do a picture frame craft for our Crew group pictures. Donation requests need to be ready by mid-May.

Music Station Leader

One leader, sometimes with a youth helper. This is a pretty high-energy position. Decides which songs from the VBS curriculum to teach the kids, leads those songs and dances on a daily basis during station time and during Opening and Closing Assembly. You don't have to follow the guide exactly – you can work on whatever songs are appealing. Picks songs for Friday celebration and potentially Sunday worship celebration. Works with Assembly Leader(s), VBS Director and A/V crew to plan Friday celebration (sounds harder than it is as there's a script in the curriculum).

Science Station Leader

One leader, two young adult helpers. Plans science activities that tie to the daily Bible story being cognizant of any severe contact allergies. The VBS curriculum has activities, but feel free to improvise. Determines supplies needed and creates donation sign-ups so that church members/KOG can donate supplies. Donation requests need to be ready by mid-May.

Recreation Station Leader

One leader, at least one youth/young adult helper. This is a VERY high-energy position. Plans outdoor games/activities, with backup indoor activities in case of bad weather. Also sets up ice water jug and cups every morning for use by Crews during the day.

Snacks Station Leader

One leader, several adult helpers. Plans the daily snack for the Crews, being cognizant of whatever food/contact allergies each Crew might have. Leads Crew in prayer and a recap of the Bible story. Also coordinates snacks for all VBS volunteers. Determines supplies needed and creates donation sign-ups so that church members/KOG can donate supplies. Donation requests need to be ready by mid-May. Donations should include snacks for volunteers as well. Ensures that Crew leader snacks are available during crew snack time. Ensures that Station leader snacks get delivered to station leaders.

Assembly Leader(s)

Usually Marty and Clint. Finds costume appropriate for their roles. Leads Opening and Closing Assembly, usually following the supplied scripts. Assembly Leaders make sure the A/V crew has the script for each day, knows what mics are needed, etc. Works with Music Leader, VBS Director and A/V crew to plan Friday celebration (sounds harder than it is as there's a script in the curriculum).

VBS Volunteer Job Descriptions

Crew Leaders/Assistants

We divide the 100 kids into groups of 20, grouped roughly by age. Each group of 20 kids is called a Crew. Each Crew has a color – Yellow (PreK), Purple (PreK), Orange (K), Blue (1st-2nd), Green (3rd-5th). Crew Leaders/Assistants walk their Crew from station to station.

Crew Leaders

One young adult per Crew who loves interacting with kids. Keeps the crew safe and gets them from station to station on time and together. Plans a few transition activities that can be used during down-time between stations. Main point of contact for parents during check-in/check-out. Maintains the sign-in sheets for the day. Carries the “safety bag” which may contain emergency medications for children in their crew. Helps kids stay engaged with station activities. Is cognizant of severe allergies in their crew. Optionally coordinates with Crew Assistants on what color t-shirts to wear. 😊

Crew Assistants

Two to four youth/adults per Crew who love interacting with kids. Helps the crew engage in station activities. Helps Crew Leader keep track of the crew.

Other positions

Decorations Coordinator

Procures decorations (purchases, gets donations from other churches, etc.). Coordinates who is using what decorations. Takes pictures of classrooms before decoration so we can put them back the way they were. Leads volunteers to help decorate on Saturday Decoration Day. Leads volunteers to help un-decorate on Friday De-decoration Day. Coordinates the return of any borrowed decorations, disposal of garbage, etc. Coordinates purchase of lunch (i.e. pizza) on Friday De-decoration Day. Makes sure KOG classrooms are back in working order when we leave on Friday.

Floater

One adult or responsible youth helper – someone to deal with property problems, make sure bathrooms are neat, refill toilet paper, dump garbage if needed, help station leaders/director with various tasks, etc.

Missions Coordinator

Creates a mission project that coordinates with the VBS theme, create a reasonable goal, find a fun way to fulfill it (i.e. river of water bottles, etc.), fun way to advertise it, make fliers, etc.

Nurse

Not totally necessary but nice to have someone around who can handle taking temps, deciding if an injury/illness is serious, etc.

Nursery

One adult, one youth helper (prefer two adults). The nursery is provided for VBS volunteers' children only.

Soundboard

Run the soundboard during opening and closing assembly.

Setup/Teardown helpers

- Help build and paint the set the week prior to VBS
- Help decorate the week prior to VBS
- Help transport decorations from other churches that have been donated
- On Friday of VBS
 - Help rearrange worship area for Finale
 - Help take decorations down, dump garbage, remove staples, vacuum, clean up.