



# Staff Job Descriptions

## Director /Assistant Director

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

- Oversees the entire VBS (read through the *Director Guide* and other manuals for further information)
- Works with the church staff on VBS-related issues, such as goals, dates, and budget
- Recruits, organizes, and oversees the entire VBS staff
- Plans and facilitates the Cool Contests, including the important WOW! Treasure Hunts
- Runs training workshops
- Coordinates the Fin-tastic Finale closing program
- Establishes effective follow-up
- Prays over all aspects of this job before, during, and after VBS

## 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

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

## Craft and/or Science Coordinator

Best fit for this job: Someone who is organized and enjoys planning, preparing, and executing craft and/or science ideas. This may be one person's job, or you may want to split it into two, with a craft coordinator and a science coordinator.

- Plans crafts and/or 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
- Presents the crafts and/or science experiments during VBS or oversees others who present them
- Decides whether missions, music, or memory verse ideas will be implemented during this time and plans and prepares as necessary
- Oversees the setup and cleanup of the craft and/or science experiment area(s) each day
- Makes sure key lesson themes are reinforced through the crafts and science experiments
- Prays over all aspects of this job before, during, and after VBS



## Publicity Coordinator

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

- Plans publicity campaign (see Promotion section 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

## 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 group guides 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
- Prays over all aspects of this job before, during, and after VBS



## 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 Fin-tastic Finale closing program
- Prays over all aspects of this job before, during, and after VBS



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



## Drama Director

Best fit for this job: Someone who has experience with drama.

- Chooses actors for the drama and prepares folders for each with copies of the drama (see *Assembly Guide* for further information)
- Organizes a rehearsal schedule
- Runs the drama practices and oversees all aspects of the production (lighting, sound, costumes, props, etc.)
- Oversees the actual production of the dramas during the week of VBS
- Prays over all aspects of this job before, during, and after VBS



## Missions Coordinator

Best fit for this job: Someone who has a heart for missions and wants to see children get excited about missions.

- Arranges all details related to presenting the mission project during VBS week (see *Assembly Guide* and *Deep Sea Science and Crafts Guide* for further information)
- May act as the presenter of the mission information the week of VBS
- Takes care of delivering mission collection to the appropriate parties after VBS is over
- 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 facility to make the space appealing (see *Decorating Decisions* on page 51 for further information)
- 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

## Nursery Coordinator

Best fit for this job: Someone who is organized and enjoys planning, preparing, and executing ideas for children ages 0 to 3 or 4 years.

- Plans and prepares lessons, schedules, and all other details of the nursery portion of VBS (see *Toddler Teacher Guide* for further information)
- Determines the number of nursery-aged children who will need care
- Trains volunteers who have agreed to work in this area
- Oversees the nursery area during the week of VBS
- Makes sure key lesson themes are reinforced through all the activities
- Prays over all aspects of this job before, during, and after VBS



## 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

## Group Guides (Team Leaders)

Best fit for this job: Someone who enjoys building relationships with groups 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 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
- Writes a follow-up postcard to each child after VBS
- Prays over all aspects of this job before, during, and after VBS

## 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 the week of VBS
- Prays over all aspects of this job before, during, and after VBS



## A/V 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



## Assistants

The assistant position is not a leadership position, but is critically important because the majority of your VBS volunteers will fall into this category. Assistants are the hands and feet of VBS. They work under the designated leader of each area, helping and assisting in whatever way they can.

Depending on the size of your VBS, one or more assistants are needed in each of the following areas:

- Administrative Assistants
- Craft/Science Assistants
- Snack Assistants
- Game Assistants
- Actors
- Nursery Assistants
- Group Guide Assistants

Depending on the size of your VBS, one or more assistants may be needed in these areas:

- Prayer Assistants
- Publicity Assistants
- Music Assistants
- Drama Assistants
- Missions Assistants
- Sound/AV Assistants
- Decorating Assistants
- Photo Assistants
- Teaching Assistants