

Responsibilities For VBS Adult Volunteers

Thank you for being interested in being a VBS Adult Volunteer! Your role is very important to the success of our VBS week. You will be placed in an area (nursery, recreation, or snacks) and asked to assist the leader of that area by interacting with the children, helping to gather supplies, or any other miscellaneous jobs there may be during the week. You may also choose to assist with only decorating or clean up. You will be contacted with more information on the times we will be taking care of those tasks. If you'd like to volunteer to be a crew leader, you and your teen crew leader assistant, will choreograph a group of VBS participants to the different stations they will visit throughout the day.

Here is a more detailed list of responsibilities that go along with being a crew leader:

- 1) Help with decorations and set up the week prior to the start of VBS**
- 2) Make name tags for each of the children in your group (have extra on hand for late registration).**
- 3) Make a poster to identify your group.**
- 4) Contact the parents of the children in your group prior to the start of VBS. Please make sure that you and the parents are aware of the following:**
 - a. Identify yourself as the child's crew leader for VBS. Offer your contact info. (Phone #, email) for any questions or concerns.**
 - b. Let them know the identity of your group and what will be displayed on your poster.**
 - c. Any pertinent information regarding the child (i.e. health and dietary needs) are on registration forms.**
 - d. We will be collecting items for the food pantry during the week of VBS.**
 - e. Picking up children procedures (A few parents will be allowed in the Family Center at a time to pick up children. Enter on the South end (the end with the glass doors and foyer) and exit on the North end.**
- 5) Move and direct children from one activity to another**
- 6) Participate in music and recreation games.**
- 7) Assist the children with crafts and snacks.**
- 8) Get bags each day to send home crafts and handouts.**
- 9) Help with clean up after VBS**
- 10) Be here by 8:30 each morning of VBS**
- 11) Crew Leaders must stay in the Family Center until all children in your group have been picked up.**