

# VBS Volunteer Responsibilities

## **Crew Supervisor**

(Adult or Teen)

- Supervise, assist and facilitate the participation of a Crew as needed. Crews are made up of 2-3 Crew Leaders and the 8-10 VBS participants that they lead from station to station. A Crew Supervisor may be assigned to one or two crews.

## **Crew Leader**

(Grade 5 - Teen)

- Arrive about 20 minutes before start time each morning to meet and greet your crew of 8-10 participants at your designated area.
- Assign daily duties such as Line Leader, Door Holder, Timekeeper, Greeter, etc. to your crew members.
- Lead your crew to stations where Station Leaders/Assistants will facilitate an activity such as games, skits, movies, songs, crafts and snacks.
- Assist Station Leaders/Assistants when necessary in asking questions, encouraging participation in each station activity and helping with snack-time clean up.

## **Station Leader**

(Adult or Teen)

- Receive and review VBS daily program material, plan/modify station set up and activities, collect props, materials and decorate (optional) your station. Stations include Crafts, Movies, Games, Songs, Skits, Snacks and Missions.
- Lead station activities with help of Station Assistants each day.

## **Station Assistant**

(Grade 5 – Teen)

### **If You Work in the Skits Station:**

- Greet and welcome crews when they come through (four sessions each day).
- Assist Station Leaders with daily skits in acting, props, costumes, audio, scripted discussions and other.

### **If You Work In The Sing & Play Station:**

- Greet and welcome crews when they come through (four sessions each day).
- Learn and teach new songs and motions.
- Participate with Station Leaders at morning gathering/closing each day.
- Encourage/assist crew leaders/members to participate in song/movement/discussion when necessary.

### **If You Work In Crafts & Missions Station:**

- Greet and welcome crews when they come through (four sessions each day).
- Collect and set up necessary supplies.
- Preassemble crafts and prepare sample crafts, if needed.
- Help children create one-of-a-kind crafts.

**If You Work In The Chadder Video Station:**

- Greet and welcome crews when they come through (four sessions each day).
- Assist with props, audio, video, set up and clean up between sessions.
- Encourage/assist in participation and scripted discussion material when necessary.

**If You Work In Games Station:**

- Greet and welcome crews when they come through (four sessions each day).
- Collect necessary supplies.
- Set up/clean up games each day.
- Listen to game instructions and help explain each game.
- Encourage/assist in participation of daily discussion when necessary.
- Have fun outdoors and get lots of exercise!

**If You Work In The Snack Station:**

- Greet and welcome crews when they come through (two sessions each day).
- Help prep and set up food/drinks each day.
- Assist crews by serving snacks and refreshments.
- Clear and wipe tables.
- Set up/pick up chairs as instructed.

**If You Work In The Nursery:**

- Babysit children ages 3 and younger, in a play-based nursery area.
- Oversee activities and engage in play.
- Guide children in small groups to observe certain VBS stations.
- Change diapers, if necessary.
- Sign in/out child's name, parent info each day.