

VOLUNTEER ROLES



ROLE	RESPONSIBILITIES
Planning Team	This is your core group of volunteers that are committed to VBS full-time (or as close to full-time as possible). Invite them to be a part of the planning process, and incorporate their input into how to structure VBS. While it is definitely doable for you as the director to oversee all aspects of VBS programming, if at all possible, encourage members of the planning team to become team leaders and head up planning teams of their own to execute the details. Some of the coordinators you might have are:
Promotional Leader	They will oversee all marketing and registrations before and during VBS. They will organize tabling (if applicable) schedules, keep track of all registrations and fees, and check-ins at the start of each VBS day.
Arts Leader	They will oversee all decorations for your meeting space. Don't limit additional volunteers to only "artsy" people – you will need volunteers to help cut, tape, and hang things up! This person could also lead the crafts portion of the VBS day.
Activities Leader	This person will lead all the activities and games to be played throughout the day. In addition to the activities suggested in our Lesson Guide, this committee can also come up with additional games and icebreakers to play at any time, or during the "Play Station" portion of the day.
Music Leader	At minimum, this committee will be responsible for learning and replicating the suggested songs of the day. If you have enough musicians that want to serve, consider forming a worship team and sing the suggested songs (or any songs you want!) with a live band!

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Snack Leader	This person will be responsible for all snacks and meals served throughout VBS. If possible, try recruiting family volunteers to help with this part, as this will require little to no volunteer training. They can also be responsible for the first aid station.
VBS Storyteller	They will take photos and videos and create daily slideshows and/or posts to social media. If your social media page or website is public, make sure you have families sign a photo release form upon registration. You can look up guidelines on how to construct such a waiver on sites like this .
Group Leader	They will be the main leaders who will lead small groups and activities directly with the kids. This is a great place to involve high school and college volunteers! Try to make sure that these group leaders have little to no outside responsibilities, as we don't want to take away from their time with the kids!
Tech Team	They will set up equipment, tables, chairs, prepare supplies . . . basically they do everything behind-the-scenes so team leaders can focus on their kids. This is another great place to involve high school and college volunteers, particularly those who don't feel confident enough to lead kids on their own.