

Vacation Bible School

Volunteer Guidelines

All Volunteers should arrive no later than 6:15pm.

VBS Etiquette

Maintain positive interactions with children by:

- Encouraging them to participate in a calm tone of voice - don't use words to put down, shame or frighten them
- Use affirming actions such as high fives, pat on the back - don't be demanding
- Be sensitive to their mood and deal accordingly
- If there are behavior problems - use a firm, but gentle voice (don't scream or use sarcasm); if this doesn't work, remove the child from the activity to handle, however, if behavior persists, refer the child to Regina/Katrina or other assigned staff

Roles

REGISTRATION:

As the children enter the building for the first time, they will need to stop by the registration table to receive a name tag.

Write the child's first name and age on a name tag

Class assistants will collect and keep name tags after each class. Upon arriving the next day, kids will collect their name tag from their class assistant.

CLASS:

Teacher- responsible for teaching the lessons

Teacher Asst- to assist the teacher with lessons as determined by the teacher and will serve as backup to the class assistant

Class Assistant- responsible to keep the children in order to keep the flow of the class (name tags, bathroom, talkers, etc.); retrieving items for crafts and assisting with the recreation time.

CRAFTS / RECREATION:

- On Craft Day(s), the class assistants will be given supplies for their students to assemble the craft within their class space.
- Recreation Day(s) will take place outside. The teachers and/or class assistants should **bring** children and **participate/supervise** them. If there are children not wanting to participate, they should be left with the teacher or teacher assistant.

SNACK COORDINATOR:

Responsible for assembling snack bags each evening. Get a count from each class and be prepared to issue snack bags at the conclusion of the closing assembly (**approx. 8:25 pm**). Each bag will contain a snack and a juice (all bags will be the same, ie, Doritos or plain chips). NOTE: Only if there is an allergy problem, the alternative will be a fruit snack.

Children will be lined up to receive their snack from (a table just outside the kitchen door).

LAST DAY OF VBS: We will prepare a hot dog meal. (If weather is nice, we will serve outside.)

DECORATORS/ SET UP:

We will set up the church immediately following morning service on Sunday prior to VBS.