HELP WANTED!
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GENERAL

1. PRAYER TEAM COORDINATOR
Responsible for covering VBS students, leaders, and programs in prayer so that children will discover that Jesus is the most precious treasure in the world. Includes communicating with Administration and the Prayer Team with student names and prayer requests, organizing prayer walks through the building each morning of VBS, organizing student prayer notes, and operating a prayer room during the VBS program.

2. PRAYER TEAM ASSISTANT
Responsible to help the Prayer Team Coordinator stay current with prayer need communication so that children will discover that Jesus is the most precious treasure in the world. Includes communicating with Administration and the Prayer Team with student names and prayer requests and organizing student prayer notes.

3. PRAYER TEAM MEMBER
Responsible for communicating with the Prayer Team Coordinator and praying for the leaders, volunteers, participants, and all VBS activities so that children will discover that Jesus is the most precious treasure in the world.

4. ATTENDANCE/REGISTRATION TABLE
Responsible to maintain organization of registration and attendance. Includes helping families register throughout the week and directing children who have already registered. Also includes collecting daily attendance from discovery team leaders, helping with administrative tasks that come up throughout the week.

5. STUDENT ENCOURAGEMENT NOTE COORDINATOR
Responsible for organizing the handing out of “student encouragement letters” to the discovery team leaders and encouraging them to write personal notes to each student in order that kids can discover that Jesus is the most precious treasure in the world. Also includes the collection of these personal letters from the discovery team leaders by Friday in order to send them through snail mail in a reasonable amount of time following VBS.
6. DISTRIBUTION HELP

Responsible for efficiently distributing newsletters, postcards, name tags, pictures, and crafts to the children in order to aid them in discovering that Jesus is the most precious treasure in the world. This will involve working along with VBS leaders, attendance/registration staff, and craft leaders in order to receive relevant information. Distribution includes having an understanding of class organization in order to correctly put information in their assigned seating in the sanctuary.

7. OUTREACH COORDINATOR

Responsible for helping new families transition into VBS (some from Kids Day Out) and into Christ-centered fellowship as their children discover that Jesus is the most precious treasure in the world. Includes contacting and connecting with new families, training greeters for VBS, helping Rachel Foss with the Kids Day Out event, and assisting families transitioning to VBS and Fall programs.

8. MORNING GREETER (AND STICKER HELP: TUE.-FRI.)

Responsible to help families feel a sense of belonging as they register or drop off kids so that parents and children can discover together that Jesus is the most precious treasure in the world. Includes greeting families, answering any questions they might have, passing out brochures, and overall helping families through the registration process.

9. MISSIONS COORDINATOR

Responsible to plan, organize, and lead an engaging missions connection during the opening and closing celebrations which will help the children discover that Jesus is the most precious treasure in the world and to respond to this realization with financial gifts. Includes communicating with the Celebrations Director, Tech staff, organizing the collection of offering, liaison to any missionaries involved, and writing the mission connection note for the daily newsletter.

10. MISSIONS OFFERING COLLECTOR

Responsible to help the Missions Coordinator to communicate the financial gifts are a reflection of an understanding that Jesus is the most precious treasure in the world. Includes collecting offering, counting the offering with another collector in the main office, placing the offering in the safe, and communicating the totals to the Missions Coordinator.
11. **Decorations Coordinator**
Responsible for planning, organizing and creating decorations that will encourage kids to discover that Jesus is the most precious treasure in the world. Includes working with VBS leaders and the Gold Rush decorations guide to provide an irresistible environment for our students to learn in. Also includes organizing projects for decorations helpers the week before VBS and during set up days.

12. **Decoration Constructor**
Responsible for helping the decorations coordinator with creating decorations that will encourage kids to discover that Jesus is the most precious treasure in the world. Includes cutting, gluing, and other crafty business.

13. **Daily Photographer**
Responsible to take photos of the activities in VBS to document how God reveals to the children that Jesus is the most precious treasure in the world! Includes taking photos each day, eliminating poor photos, and submitting the photos to Kathy Wellumson for review/editing.

14. **Group Photo Organizer**
Responsible to organize the children in the sanctuary for the group photo and have providing printed photos (by Friday morning at 9am) for each child to remember how God revealed that Jesus is the most precious treasure in the world! Includes communicating with the Celebrations Coordinator, ordering photo prints, and taking the group photo.

15. **Survey Compiler**
Responsible make surveys from the volunteers and children accesible to help Emmaus staff to evaluate how well we helped children discover that Jesus is the most precious treasure in the world. Includes entering survey data into a Google form (provided by Ben).

16. **Volunteer/Student Survey Organizer**
Responsible to communicate about, distribute, and collect the student and volunteer surveys. The surveys should be submitted to Kathy Wellumson for data compiling.
17. SECURITY COORDINATOR
Responsible to help provide a safe environment for children to discover that Jesus is the most precious
treasure in the world. Includes training and coordinating the Security Team, helping Discovery Team Leaders
maintain control within their groups, monitoring games outside, and monitoring the exits at the end of each
VBS day to ensure children are not leaving the building alone or under questionable circumstances. In case
of emergencies, security will be the first responders.

18. SECURITY ASSISTANT
Responsible to help the Security Coordinator provide a safe environment for children to discover that Jesus
is the most precious treasure in the world. Includes helping Discovery Team Leaders maintain control within
their groups, monitoring games outside, and monitoring the exits at the end of each VBS day to ensure
children are not leaving the building alone or under questionable circumstances. In case of emergencies,
security will be the first responders.

19. HEALTH COORDINATOR
Responsible to help provide a healthy environment for children to discover that Jesus is the most precious
treasure in the world. Includes stocking medical supplies, being responsible for children’s med passes,
ensuring adequate water is available for children in the games and snack areas, and delegating the
responsibilities of communicating with Discovery Team Leaders concerning medical issues and with the
snack volunteers concerning allergies, and responding to any emergencies.

20. HEALTHCARE STAFF
Responsible to help the Health Coordinator provide a healthy environment for children to discover that Jesus
is the most precious treasure in the world. Includes stocking medical supplies, being responsible for
children’s med passes, ensuring adequate water is available for children in the games and snack areas, and
communicating with Discovery Team Leaders concerning medical issues and with the snack volunteers
concerning allergies, and responding to any emergencies.
21. **Celebrations Coordinator**
Responsible to plan, organize, and implement the opening and closing celebrations. This person will work closely with the Drama Director, Worship Leader, Missions Coordinator, and Tech staff to provide enthusiastic celebrations that help children discover that Jesus is the greatest treasure in the world!

22. **Drama Director**
Responsible to work with the Celebrations Coordinator and Tech staff to provide dramatic elements in the celebrations that help children discover that Jesus is the most precious treasure in the world! Includes adapting the curriculum’s skits, coaching actors, planning staging and props, and ensuring that the Tech team has all the information they need.

23. **Drama Actor**
Responsible to help the Drama Director provide skits which help children discover that Jesus is the most precious treasure in the world. Includes 1–2 rehearsals per week starting early/mid June, memorizing lines, acting on stage, and making props.

24. **Visual Tech**
Responsible to help the Celebrations Coordinator provide engaging visual media for the opening and closing celebrations which will help the children discover that Jesus is the most precious treasure in the world. Includes communicating with the Drama Director and Worship Leader, Missions Coordinator, creating/editing slides and clips in ProPresenter, help manage special lighting effects, etc...

25. **Sound Tech**
Responsible to help the Celebrations Coordinator provide an appealing auditory experience in the opening and closing celebrations which will help children discover that Jesus is the most precious treasure in the world! Includes communicating with the Drama Director and Worship Leader, Missions Coordinator, mixing the worship band, setting up any sound equipment, etc...
26. Camera Tech
Responsible to help the Celebrations Coordinator provide and record an interactive opening and closing celebrations experience which will help children discover that Jesus is the most precious treasure in the world. Includes communicating with the Drama Director, Missions Coordinator, and operating the cameras and recording device.

27. Worship Leader
Responsible to help the Celebrations Coordinator lead the children into an awareness of, and response to, the presence of God in the opening and closing celebrations which will help the children discover that Jesus is the most precious treasure in the world. Includes planning worship sets, organizing the band, leading rehearsals and the worship sessions, communicating with the Celebrations Coordinator and Tech Staff.

28. Worship Band
Responsible to help the Worship Leader usher the children into an awareness of, and response to, the presence of God in the opening and closing celebrations which will help them discover that Jesus is the most precious treasure in the world. Includes practicing the music at home, rehearsing 2-4 times prior to VBS, and helping lead worship during the opening and closing celebrations, and assisting with actions (if possible).

29. Lip Smackin Snacks Coordinator
Responsible for planning the snacks and leading a team in serving snacks to help children in the nursery, preschool, and elementary groups discover that Jesus is the most precious treasure in the world! This includes writing a list of ingredients to be donated by the congregation, buying extra supplies not donated, make sure lesson themes are communicated, communicating with the health coordinator regarding allergies, and ensuring proper food safety standards are followed.

30. Lip Smackin Snacks Preschool Assistant
Responsible to assist the coordinator in serving snacks to the preschoolers to help them discover that Jesus is the most important treasure in the world! Includes setting tables, preparing food, interacting with preschoolers, and cleanup.
31. **Lip Smackin Snacks Elementary Assistant**
Responsible to assist the coordinator in serving snacks to students entering grades 1–6 to help them discover that Jesus is the most important treasure in the world! Includes setting tables, preparing food, interacting with preschoolers, and cleanup.

32. **Preschool Games Coordinator**
Responsible to provide enthusiastic games that will help children discover that Jesus is the most precious treasure in the world. Includes planning and leading a team to organize activities/games for the preschool Discovery Groups every day, gathering the necessary supplies, making sure the lesson themes are reinforced through the games, and is also in charge of cleaning up after all activities.

33. **Preschool Games Assistant**
Responsible for helping the Preschool Game Coordinator provide enthusiastic games that will help children discover that Jesus is the most precious treasure in the world. Leading activities/games for the preschool Discovery Groups every day and cleaning up after all activities.

34. **Elementary Games Coordinator**
Responsible to provide enthusiastic games that will help children discover that Jesus is the most precious treasure in the world. Includes planning and leading a team to organize activities/games for the elementary Discovery Groups every day, gathering the necessary supplies, making sure the lesson themes are reinforced through the games, and is also in charge of cleaning up after all activities.

35. **Elementary Games Assistant**
Responsible for helping the Elementary Game Coordinator provide enthusiastic games that will help children discover that Jesus is the most precious treasure in the world. Leading activities/games for the elementary Discovery Groups every day and cleaning up after all activities.

36. **Craft Coordinator**
Responsible for planning, organizing and creating crafts that will encourage kids to discover that Jesus is the most precious treasure in the world. Includes using the Gold Rush guide to plan engaging and relevant crafts for each day of VBS; and providing leaders with a list of craft needs in sufficient time in order for donors to help supply our needs and organizing shopping for the rest of the materials. Also includes organizing the craft materials in an easily accessible way for both preschool and elementary craft leaders.
Hands On

37. Preschool Craft Leader
Responsible for leading the preschool craft time each day in order to help kids to discover that Jesus is the most precious treasure in the world. Includes working with the craft coordinator and helping to prepare crafts in the most efficient way possible. Also responsible for cleaning up the preschool craft room after each day.

38. Preschool Craft Assistant
Responsible for helping the preschool craft leader with the preschool craft time each day in order to help kids to discover that Jesus is the most precious treasure in the world. Includes helping to prepare crafts in the most efficient way possible. Also responsible for cleaning up the preschool craft room after each day.

39. Elementary Craft Leader
Responsible for leading the elementary craft time each day in order to help kids to discover that Jesus is the most precious treasure in the world. Includes working with the craft coordinator and helping to prepare crafts in the most efficient way possible. Also responsible for cleaning up the elementary craft room after each day.

40. Elementary Craft Assistant
Responsible for helping the elementary craft leader with the elementary craft time each day in order to help kids to discover that Jesus is the most precious treasure in the world. Includes helping to prepare crafts in the most efficient way possible. Also responsible for cleaning up the elementary craft room after each day.

41. Special Needs Coordinator
Responsible for helping to create a welcoming environment for special needs kids in order for children to discover that Jesus is the most precious treasure in the world. Includes working with VBS leaders to promote Emmaus’ welcoming environment, training assistants to work with special needs students, and collaborating with teachers and Discover Team Leaders to see if there are any areas where one-on-one aides would be helpful.

42. Special Needs Assistant
Responsible for helping the special needs coordinator in providing a welcoming environment for special needs kids in order for children to discover that Jesus is the most precious treasure in the world. Includes flexibility in working with special needs kids and willingness to work one-on-one with students who would benefit from having extra help.
43. **Nursery Coordinator**
Responsible for leading a team of caregivers who will be helping children discover that Jesus is the most precious treasure in the world! This includes planning activities, scheduling hands on time with kids, and secure child pick-up and drop-off.

44. **Nursery Adult Caregiver**
Responsible to provide a safe childcare environment under the leadership of the Nursery Coordinator to help children between the ages of 2 months and 3 years to discover that Jesus is the most precious treasure in the world! This includes lots of hands on playing with kids, helping clean, and executing activities planned by the coordinator.

45. **Nursery Helper**
This person can be as young as 7th grade and would work with an adult caregiver to provide a safe childcare environment under the leadership of the Nursery Coordinator to help children between the ages of 2 months and 3 years to discover that Jesus is the most precious treasure in the world! This includes lots of hands on playing with kids, helping clean, and executing activities planned by the coordinator.

46. **Preschool Coordinator**
Responsible to provide an enthusiastic environment for preschoolers to discover that Jesus is the most precious treasure of the world. Includes ensuring the Preschool Bible teacher has everything needed, keeping the preschool schedule and activities on track, communicating with the Craft Coordinator, the Preschool Games Coordinator, and Snacks Coordinator, communicating the small group material with the Preschool Discovery Leaders, and planning and leading the activities in the Preschool Activity Room (room 201).

46. **Preschool Bible Teacher (Truth Teller)**
Responsible for providing engaging and relevant Bible teaching that will help children discover that Jesus is the most precious treasure in the world. Includes preparing and teaching the Bible lessons.
47. Grades 1-3 Bible Teacher (Truth Teller)
Responsible for providing engaging and relevant Bible teaching that will help children discover that Jesus is the most precious treasure in the world. Includes preparing and teaching the Bible lessons and communicating with 1–3 Grade Discovery Leaders what they will be doing during small group time.

48. Grades 4-6 Bible Teacher (Truth Teller)
Responsible for providing engaging and relevant Bible teaching that will help children discover that Jesus is the most precious treasure in the world. Includes preparing and teaching the Bible lessons and communicating with 4–6 Grade Discovery Leaders what they will be doing during small group time.

49. Discovery Team Leader
Responsible for working directly with kids in a way where they will discover that Jesus is the most precious treasure in the world. Includes leading a small group of children through the schedule each day of VBS. Encouraging kids to draw closer to Christ, listening to memory verses, serving kids with a Christ like attitude, keeping kids safe and accounted for, and showing the exciting love of Christ are all a part of being a discovery team leader.

FIND FOR MORE INFORMATION ONLINE!
WWW.EMMAUSLUTHERAN.ORG/VBS