

Position Title:
Vacation Bible School Coordinator

Prepared: December, 2017

Reports To:
Children and Family Specialist

Part Time – Non Exempt

Principal Focus:

Oversee and implement a successful and safe Vacation Bible School experience that encourages family involvement and builds relationships; equips children, their families, and volunteers with strong knowledge of Bible stories and God's love; and empowers families to love God by serving others.

Regular Duties:

- Oversee budget, registration, and operations of VBS
- Recruit necessary volunteers (large gathering leaders, decorations team, crew leaders, assistant crew leaders, station leaders, etc.)
- Run volunteer orientation meetings prior to VBS week: manuals, crafts, safety training, expectations
- Communicate with volunteers, families, and mission partners about schedules, dietary/health needs, and procedures
- Reserve rooms and coordinate set up for each day
- Coordinate activities and content of daily lessons and order necessary materials: daily room supplies, crew supplies, snack, large gathering times, and decorations
- Ensure flow of daily and week VBS activities
- Attend staff and Faith Formation staff meetings, as required.
- Other duties, as assigned.

Occasional Duties:

- Assist with special events, as needed.

Skills and Requirements:

- Must be 18+ years old.
- Strong Christian faith
- Welcoming, caring spirit.
- Strong customer service mentality.
- Strong written and spoken communication skills
- Detail oriented; Ability to multi task
- Knowledge of Excel and Word programs.
- Ability to maintain confidentiality
- Ability to address and diffuse conflict.
- Ability to work independently, or as a team when needed.