

VBS VOLUNTEER COORDINATOR

This is a key administrative position for a qualified volunteer who is good with details, able to use a computer and has access to one at home, can access internet and read spreadsheets, is able to pull reports from VBS portal, and review info in Google sheets/Excel. This position does not work with children directly but is overseeing adults and teens.

KEY TASKS

- Update volunteer form (online & hard copy).
- Enter information from physical forms to online portal (or assign volunteer to do this).
- Understand what volunteers are needed. As people sign up, fit them in where they are best gifted to serve, using online portal. (quick view of online portal and Excel tasks: <https://www.loom.com/share/6ca7eed052db48a2bbba3b327e1b92fd>)
- Meet with VBS Director as needed.
- Communication with key VBS leaders (teachers, snacks, games, team leaders, drama, emcee, decorations, crafts) via email the month before VBS regarding volunteers in each of their areas.
- Assist VBS staff table in children's lobby to recruit volunteers in the weeks leading up to VBS.
- Help coordinate and distribute training information to volunteers.
- VBS begins Monday, July 26 at 6 pm. Be at church at 5 pm to help answer questions and be the GO-TO person for volunteers. As the week continues, the need for your assistance would be decrease.
- Help volunteers feel the church's gratitude for their hard work.

This position can be filled by an individual or by a couple. Our mission for VBS and Grace Kids is to create more and better disciples. This position is vital to the work of this mission. Please prayerfully consider this ministry opportunity. You may contact Annette Slonaker, VBS Director, for more information at Annette.slonaker@gmail.com.

