



**To Mars and Beyond Vacation Bible School - June 8-12, 2020**  
**Job Descriptions for adults, middle and high school students**  
*(some positions may already be filled)*

Please contact Debbie Norris at [debbie@newhopefortmyers.org](mailto:debbie@newhopefortmyers.org) or 274-1230

<b>Job Title</b>	<b>Description</b>	<b>Commitment</b>
Group Guide _ Prekindergarten _ Primary (K-2nd) _ Older elementary <i>60 adults needed</i>	Responsible for a group of children (up to 15), to greet and guide them to centers, forming relationships with them. Works with a partner guide and student helpers. Must be New Hope family and child protection screened. Attend one orientation on either May 7 <sup>th</sup> or 13 <sup>th</sup> .	5 day preferable, subs also needed
Student guide _ Prekindergarten _ Primary (K-2nd) <i>36 students needed</i>	Assists adult guides with a group of children, forming relationships with them. Helps keep group together, runs errands, assist children as needed. Must be New Hope family and attend one orientation meeting on either May 7 <sup>th</sup> or 13 <sup>th</sup> .	5 day preferable
✓ Craft Center Leader _ Prek/Kind _ Elementary <i>2 needed</i>	Works with other craft leaders to select age appropriate crafts for each day, work within budget, order supplies, coordinate prep work for volunteers, and lead volunteers and children each day. Ability to demonstrate crafts and give clear instructions a plus. Attend one orientation on either May 7 <sup>th</sup> or 13 <sup>th</sup>	5 day plus planning time
Craft helpers _ Prekindergarten _ Kindergarten _ Primary _ Older elementary <i>40 adults &amp; students needed</i>	Assist craft leader with set up and clean up, provide help to children as needed. Run errands and deliver crafts to dismissal rooms. Assist group guides in dismissal if needed. Attend one orientation on either May 7 <sup>th</sup> or 13 <sup>th</sup> .	5 day and subs
Music Leaders  <i>2 needed plus assistants</i>	Leads students in learning assigned songs for closing program, leads group singing during daily assembly time and closing program. Comfortable leading in front of large groups with enthusiasm. Attend one orientation on either May 7 <sup>th</sup> or 13 <sup>th</sup> .	5 day plus planning
Missions Center Leaders  <i>2 leaders</i>	Responsible for teaching about the near and far missions to groups of children. May require contact with the mission agency for coordination and resources. Coordinate the collection and delivery of donations. Attend one orientation on either May 7 <sup>th</sup> or 13 <sup>th</sup> .	5 day
Games Center Leader <i>4 needed</i>	Plans and leads games for a specific age group. Ability to give clear instructions and maintain appropriate sportsmanship a plus. Attend one orientation on either May May 7 <sup>th</sup> or 13 <sup>th</sup> .	5 day plus planning
Games helpers <i>12 needed</i>	Assists center leader in running games, help students have fun, assist with snack time and clean up.	5 day
Subs	Fill-in for group guides or other positions during the week. May be scheduled or on call.	1-5 days

(see back)

<b>Job Title</b>	<b>Description</b>	<b>Commitment</b>
Snacks Leader	Plans daily snacks for all 4 centers, work within budget, order supplies, oversees prep, serving and clean up, giving direction to volunteers. Handles reception after Friday closing program. Attend one orientation on either May 7 <sup>th</sup> or 13 <sup>th</sup> .	5 day plus planning time
Snack helpers <i>8 needed</i>	Works with snack leader to prepare daily snack, serving and clean up, assist with reception after Friday's program.	5 day
Snack Runners <i>5 needed</i>	Works with snack team to prepare snacks and deliver them to different centers, helps with clean up.	5 day
Staff Break room hostess <i>1 or team needed</i>	Arranges daily food donations in staff break area, replenishing as needed. Cleans up and storing leftovers at end of each day.	5 day
Appreciation lunch leader <i>1 or team</i>	Plan and organize Thursday luncheon to thank 200 VBS volunteers. Oversee clean-up and storing of leftovers.	Thursday plus planning time
Decorating team <i>More the merrier</i>	Help with tracing and painting of backdrops for rooms.	Mon or Fri as available
Stage decoration	Create stage backdrops/props for skits and assemblies.	Varies
Prop Builders	Making light boxes and large signs of lightweight materials	As available
Prep helpers	Help with cutting and assembling items at home or at church	As available
Set-up crew Assembly team <i>More the merrier – many hands make light work</i>	Hang decorations, prepare baskets, and help get rooms ready. <i>Can also work during the week prior to vbs at your convenience.</i>	<i>As available</i> the week prior Saturday, 9-2 Sunday, 12-2
Friday Clean-up crew <i>More the merrier</i>	Take down decorations and dismantle boxes. Help to clean up the building.	Friday, 1-3pm
Prayer Team	Pray for God to lead all that we do, for Jesus to be lifted up as Lord and Savior, and for the Spirit to work in hearts to draw many to a saving relationship with Jesus. Confidentially pray for the individual prayer requests from families and volunteers each day.	Without ceasing  9-12 as available
Name tags	Neatly handprint nametags for 400 children and 200 volunteers. Can work at home. Help on Monday morning of for updates, if available.	During the week prior to VBS.
Graphics/ production	Design or help print and laminate signs/nametags. Also, neatly print names on nametags.	As available
Administrative assistants	Help directors with administrative tasks before or during VBS including distributing parent notes, running baskets to dismissal rooms, and running errands.	5 days
Security	Extra eyes watching to keep the environment safe.	5 days
Movers and Shakers!	Help with set up and tear down of New Hope's many tables and chairs. Before, during and after VBS	As available