

Director/Assistant Director/Administrative coordinator

The Director/Assistant Director and Administrative assistant should possess certain traits to get the job done. These jobs are best done by at least 2 separate people, so the tasks are not overwhelming. They should possess vision, organizational and people skills, as well as have a heart for children. If you can stay organized and on task, it is not as daunting as it sounds in writing.

The first thing to be coordinated is working with the church staff and leadership on which VBS curriculum will be chosen. Once chosen:

- how soon can the curriculum be purchased so you can get the director/coordinator guides.
- What will the program times and dates be? Will it be daytime/nighttime?
- Will you have under 4-year-olds? If so, you would need a nursery and many more volunteers.
- Will there be a closing party?
- How involved do you want parents?
- Will there be a water day?
- How long before design can be done around the church?
- What is the budget?

The Director, Assistant Director and Administrative coordinator will organize the entire VBS and have consistent communication with all the team leaders. Choose your leaders by their giftings. Discussions with leadership and using last year's list of volunteers is very useful. You will run training workshops, which will include procedures for all involved, design customized scheduling for the children, and order supplies. There are several "teams", not all need a head, sometimes the directors are the heads of the smaller teams.

- Director/Assistant Director/Administrative coordinator
 - 2 to 3 People
- Design Team
 - From inspiration to fruition, designing all rooms/play set and other areas within the church to be as grand and engaging as possible within the budget, sky's the limit!
 - Design team Coordinator is usually the director/assistant director.
 - Construction crew to build sets.
 - Design team to do painting.
 - Design team to do all other details.
- Registration Coordinator

- Coordinates the daily routine in the registration area coordinating the other registration members. Handles all the registrar sheets with parents/children on them.
 - Should have at least 3 other team members.
- Prayer Coordinator
 - Coordinates the prayer list, prays over all aspects of the VBS before, during and after.
 - As many as possible on this team.
- Teacher Coordinator
 - Go through the teacher guides and coordinate with the other teachers to choose teaching curriculum and make supply lists.
 - Should have at least one team member for each age group.
- Craft Coordinator
 - Go through guides and coordinate with the other members to choose craft curriculum and make supply lists.
 - Should have at least 3 other team members.
- Café Coordinator
 - Go through guides and coordinate with the other members to choose daily menus and make supply lists.
 - Should have at least 3 other team members.
- Games Coordinator
 - Go through guides and coordinate with the other members to choose games and make supply lists.
 - Should have at least 3 other team members.
- Dance Coordinator/Sign Language Coordinator
 - Goes through all the dance routines and gets together with the team to coordinate all the routines to ensure all members are up to speed. These members will also be sent the sign language song with an instruction video to ensure the team knows how to do all the appropriate sign language.
 - Should have at least other 3 team members.
- Drama Coordinator
 - Will coordinate and choose all actors. Will make up script sheets for all the actors and hold regular rehearsals.
 - As many team members needed for the number of actors in the drama.
- Technical Coordinator

- Will coordinate all the sound/lighting and technical aspects of the VBS. Includes photographing/videos of the week of VBS.
 - Should have at least 3 other team members.
- Mission Coordinator
 - Will arrange all the details related to presenting the mission project throughout the VBS week. Takes care of delivering the mission collection to the appropriate parties after VBS is over.
 - Needs one person only (a pastor usually)
- Publicity coordinator
 - Plans the publicity campaign, can also be part of the technical team.