

Group Leader/Helpers Procedures

Thank you so much for choosing to volunteer for Group Leader. You will be the one who is with the children for the entirety of their stay. As a front-line worker, working directly with children, it is necessary to ensure you are helpful, patient, and courteous. You will follow the procedures for the general team member guide. Your job is going to be a fun one! You will follow the procedures for the general team member guide. Transition time is the perfect time to reinforce the teaching points for the day and be an extension of Christ's hands and his love. Smile and have fun with the kids while being a team player. Before during and after VBS Pray, Pray, Pray, with your teams and individually.

Arrival: The director will give you an assigned area in the sanctuary where your children will be meeting you for the opening ceremony. Before the children arrive, we will have prayer. After prayer, go to the assigned area and remain with your assigned helpers to await the arrival of the children in your group.

You will be given a chart of each day and every child that is registered. Please make sure you check off each child when they show up, so you know which children you have TODAY. This may change daily as the week goes on and it is important for you to know how many and who you oversee each day.

You will work together, breaking up the children into even smaller groups and assign a group helper to each sub-group, so it is easier to keep track of the littler ones. For instance:

If you have 12 children, yourself and 2 team helpers, you and each helper will be assigned 4 children each so you can keep better track of where they are.

While the children are waiting for the opening and closing assemblies to start, you are to stay with the group and ensure the children are kept within the area you have all been assigned. Please be sure children do not run around, leave, or disrupt other groups and they respect the set design.

Bathroom: If a child or you need to use the facilities, please find a floater or one of the directors to wait with your group so the children can be attended to properly without going over ratio.

Schedule: You will be given a schedule on your own name badge that shows the "route" you will take on this adventure, so please be sure to look it over before children arrive so you know where you will be going. At each station you will need to stay within the children's space so that you can keep distractions to a minimum so the teachers can get through their teaching. There are 4 stations to your adventure.

Crafts: the children will be doing a craft and or an experiment in this area. You will sit with your assigned children to help keep the children on task and keep distractions to a minimum.

Café: the children will typically hear a short lesson, then often make their own crafty snack. You should sit with children you are assigned to when they are listening to the lessons and sitting at the tables with the children helping them if needed and keeping them on task.

Teaching: the children will be hearing a full lesson during this time; you will be required to sit amongst the children to keep them focused on task and keep disturbances to a minimum.

Games: This is free for all time. The children will be running, jumping, and sometimes getting wet. We realize that not all helpers can do games with the children, but you must stay with the group and keep an eye on the children you are personally assigned to. We expect the helpers to be spread out outside because there are many ways for children to go off the assigned area. All eyes must be on children. Please do not congregate in one area and chat amongst yourselves. Watch out for the hill in the grassy area leading to the street. There will be security there, but it is a particularly hard area to keep an eye on. On days there is water play, you are not permitted to help a child put on or take off a bathing suit.

Dismissal: Once the closing ceremony ends, please keep the children in the group assigned area in the sanctuary. Each child must wait for their parents to pick them up. The parent will bring the child's badges to the registration desks and sign the child out for the day.