

**VACATION BIBLE SCHOOL
STAFF POSITIONS 2005**

Positions, Qualifications and Responsibilities

1. Teacher – Responsibilities include preparing and teaching Bible lessons, assisting students, nurturing relationships and maintaining discipline.
2. Publicity Coordinator – Responsibilities including planning and implementing all publicity for VBS and coordinating with Skit and Music coordinators for promotional skit and Closing Program.
3. Skit Director – Responsibilities include choosing actors, getting costumes and set made, preparing promotional skit and opening assembly skit for each day and working with the Music Coordinator on the Closing Program.
4. Assistants – Helpers work with the teachers as assigned.
5. Craft Coordinator – Responsibilities include selecting crafts for each age group, collecting and organizing craft materials and supervising craft activities for all age levels.
6. Music Coordinator – Responsibilities include selecting and leading music in opening assembly each day, teaching music to each class in preparation for the Closing Program and coordinating with the Skit Director on the Closing Program.
7. Recreation Coordinator – Responsibilities include selecting activities, gathering equipment and supervising activities.
8. Snack Coordinator – Responsibilities include selecting snacks, purchasing ingredients and coordinating the serving of snacks each day and for any special events.

You may also need:

1. **Actors** to perform skits in opening assembly and special events.
2. **Floater**s to “fill-in” wherever needed; great to have in case of last minute errands or no-shows.
3. **Assistant Director** to assist the VBS Director, as assigned, in overseeing the entire VBS program.

4. **Secretary** to maintain records of registration, attendance and follow-up.
5. **Registrar** to coordinate registration procedures before and during VBS.
6. **Treasurer** to manage budgeting, distribution and accounting of VBS expenses.
7. **Supply/Facility Coordinator** to plan and order curriculum and other supplies and coordinate use of facilities and equipment.
8. **Transportation Coordinator** to organize and coordinate transportation and equipment.
9. **Department Leader** to recruit and train teachers, provide support for departmental tasks and supervise all departmental activities in large VBS programs.



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