

VBS ADMIN VOLUNTEER

OVERVIEW

The VBS Admin Volunteer supports the church's mission to "receive, live, and share the abundant life of Jesus Christ" by providing detailed, organized administrative support for a yearly, weeklong, VBS summer camp.

RESPONSIBILITIES

- Work with the VBS Coordinator and ministry staff to ensure a cohesive and organized approach and delegation of administrative responsibilities.
- Access past plans, if available, to help the team plan the logistics. (For example: food, transportation, set-up, programming, decor, activities, etc.)
- Coordinate and maintain registration of the event with the ministry leader. Confirm process processing registration responses.
- Prepare a digital event notebook to be used by next year's coordinator of this event, and/or add information to the existing notebook.
- Work with VBS Coordinator and ministry staff to order, check, and organize supplies and materials needed for the event.
- Prepare print materials including signs, posters, name tags, checklists, check-in/out sheets, daily schedules, etc.
- Confirm background checks are completed for all volunteers serving at the event.
- Complete required safe church training and background check.

RELATIONSHIPS

- The VBS Admin Support Volunteer is served by Director of Children's & Family Ministries, who ensures the support needed to thrive in this role.
- This role provides leadership to the volunteer leadership team leading and supporting this event.

TIME COMMITMENT

1-3 hours a week for four months (or more) of planning and preparation time.

SKILLS AND INTERESTS

Organized, resourceful, keen attention to detail, team-player, task oriented, capable of using Microsoft Office and Adobe programs (or willingness to learn), and comfortable with using computers and printers.

RESOURCES AND TRAINING

VBS notebook from previous VBS and orientation with the Dir. of CFM.

Curious? Interested in this ministry?

Contact Cate Jones, Director of Children's and Family Ministries, at cate.jones@stgeorgesnashville.org or 615-385-2150 x 268.

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