

# Volunteer Opportunities Listing

If you have questions regarding any volunteer positions, please contact Jennifer Newton at 222-1520 ext. 139 or email at [jennifer.newton@hopewdm.org](mailto:jennifer.newton@hopewdm.org). An "X" in the "Volunteer Form Needed" column means you need to complete a Volunteer Information Sheet if you have not filled one out since September 2006.

Volunteer Form Needed	Volunteer Position	Brief Description	Time Commitment
	<b>VBS Coordinator Assistant</b>		
X	VBS Session Coordinator <b>FILLED</b>	Assist with pre-planning and organizing VBS before VBS week. Organize and manage overall program, watching flow, ensuring things run smoothly during week, etc.	Pre-planning prep time, attend planning meetings and attendance during the week for coordination.
	<b>Shepherding</b>		
X	3yr-Kind Shepherd <i>(need 72 per session)*</i>	Shepherd a 3yr-Kind class from site to site. No teaching but assist activity leaders with children.	Each day of VBS based on session selected. Need to arrive 20-30 minutes prior to session start time.
X	1st-3rd Shepherd <i>(need 72 per session)*</i>	Shepherd a 1st-3rd class from site to site. No teaching but assist activity leaders with children.	Each day of VBS based on session selected. Need to arrive 20-30 minutes prior to session start time
X	4th-6th Shepherd <i>(need 72 per session)*</i>	Shepherd a 4th-6th class from site to site. No teaching but assist activity leaders with children.	Each day of VBS based on session selected. Need to arrive 20-30 minutes prior to session start time
X	Junior Shepherd 3yr-Kind, 1st-3rd <i>(need 48 per session)</i>	Student helpers grades 7-9 that assist Adult Shepherd with the class.	Each day of VBS based on session selected. Need to arrive 20-30 minutes prior to session start time
X	"One Body" Volunteer	Volunteer as a one-on-one helper with special needs children.	Daily during VBS Session of your choice.
	<b>Lesson Presenter-Teaching</b>		
X	Lesson Coordinator <i>(need 1-3 people)</i> <b>FILLED</b>	Coordinates scheduling Lesson Presenters, communication, assist in preparing lessons.	Each day of VBS, plus prep time.
X	3yr-Kind. Lesson Presenter <i>(need 2-3 per session)*</i>	Presents the story and theme of the day in a fun and creative way to the 3yr-Kind classes using props, skits, etc.	Minimum three to five days, your choice, plus prep time.
X	1st-3rd Lesson Presenter <i>(need 2-3 per session)*</i>	Presents the story and theme of the day in a fun and creative way to the 1st-3rd classes using props, skits, etc.	Minimum three to five days, your choice, plus prep time.
X	4th-6th Lesson Presenter <i>(need 2-3 per session)*</i>	Presents the story and theme of the day in a fun and creative way to the 4th-6th classes using props, skits, etc.	Minimum three to five days, your choice, plus prep time.
	<b>Nursery</b>	<b>*Good Opportunity for a Small Group to Volunteer together</b>	
X	Nursery Assistant <i>(Need 8-10 per session)*</i>	Provide childcare for volunteers' children who are 2 years or younger. Nursery assistants must be junior high aged or older.	One day up to five days, your choice.

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	<b>Recreation</b>		
X	Recreation Coordinator 3yr-Kind, 1st-3rd or 4th-6th <b>FILLED</b>	Coordinates recreation activities for 3yr-Kind, 1st-3rd or 4th-6th classes for VBS.	Organizing time before VBS and some time during VBS.
X	3yr-Kind Recreation Leader <b>(Need one per session)</b>	Plan, set up and lead games (along with assistants) for 3yr-Kind.	Each day of VBS, plus prep time.
X	3yr-Kind Recreation Assistant <b>(Need 6-8 per session)*</b>	Assist the Recreation Leader with set up, games and cleanup.	Each day of VBS, plus prep time.
X	1st-3rd Recreation Leader <b>(Need one per session)</b>	Plan, set up and lead games (along with assistants) for 1st-3rd.	Each day of VBS, plus prep time.
X	1st-3rd Recreation Assistant <b>(Need 6-8 per session)*</b>	Assist the Recreation Leader with set up, games and cleanup.	Each day of VBS, plus prep time.
X	4th-6th Recreation Leader <b>(Need one per session)</b>	Plan, set up and lead games (along with assistants) for 4th-6th.	Each day of VBS, plus prep time.
X	4th-6th Recreation Assistant <b>(Need 4-6 per session)*</b>	Assist the Recreation Leader with set up, games and cleanup.	Each day of VBS, plus prep time.
X	Junior Recreation Assistant 3yr-Kind, 1st-3rd <b>(Need 8 per session)</b>	Assist the Recreation assistant with set up, games and cleanup.	Minimum three to five days, your choice. Prefer week if possible
	<b>Snacks</b>	<b>*Good Opportunity for a Small Group to Volunteer together</b>	
X	Snack Coordinator <b>FILLED</b> <b>(Need one per session)</b>	Coordinates all snack needs for VBS.	Organizing time before VBS and some time during VBS.
X	Snack Leader 3yr-Kind <b>(Need one per session)</b>	Lead the snack team in preparing, distributing and cleaning up snacks. (Snacks are planned and purchased).	Each day of VBS, plus prep time.
X	Snack Preparer 3yr-Kind <b>(Need 6-8 per session)*</b>	Assist Snack Leader in preparing, distributing and cleaning up snacks.	One day up to five days, your choice.
X	Snack Leader 1st-3rd <b>(Need one per session)</b>	Lead the snack team in preparing, distributing and cleaning up snacks. (Snacks are planned and purchased).	Each day of VBS, plus prep time.
X	Snack Preparer 1st-3rd <b>(Need 4-6 per session)*</b>	Assist Snack Leader in preparing, distributing and cleaning up snacks.	One day up to five days, your choice.
X	Snack Leader 4th-6th <b>(Need one per session)</b>	Lead the snack team in preparing, distributing and cleaning up snacks. (Snacks are planned and purchased).	Each day of VBS, plus prep time.
X	Snack Preparer 4th-6th <b>(Need 4-6 per session)*</b>	Assist Snack Leader in preparing, distributing and cleaning up snacks.	One day up to five days, your choice.

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	<b>Craft and Craft Prep</b>		
X	Craft Coordinator 3yr-Kind, 1st-3rd or 4th-6th. <b>FILLED</b>	Coordinates craft activities for 3yr-Kind, 1st-3rd or 4th-6th classes. Contacts and organizes craft room assistants	Organizing time before and during VBS.
	Craft Preparation - 3yr-Kind, 1st-3rd grade, or 4th-6th grade	Be available to help prepare crafts before VBS by cutting, sorting and counting supplies at home.	Before VBS based on scheduling
X	3yr-Kind Craft Room Leader <b>(Need one per session)</b>	Set up and clean up provided craft supplies. Lead crafts and help children along with assistants.	Each day of VBS, plus prep time.
X	3yr-Kind Craft Room Assistant <b>(Need 10-12 per session)</b>	Assist the Craft Leader with set up and clean up. Help students with crafts.	One to five days , your choice.
X	1st-3rd grade Craft Leader <b>(Need one per session)</b>	Set up and clean up provided craft supplies. Lead crafts and help children along with assistants.	Each day of VBS, plus prep time.
X	1st-3rd Grade Craft Room Assistant <b>(Need 6-8 per session)</b>	Assist the Craft Leader with set up and clean up. Help students with crafts.	One to five days , your choice.
X	1st-3rd grade Craft Leader <b>(Need one per session)</b>	Set up and clean up provided craft supplies. Lead crafts and help children along with assistants.	Each day of VBS, plus prep time.
X	4th-6th Grade Craft Assistant <b>(Need 6-8 per session)*</b>	Assist the Craft Leader with set up and clean up. Help students with crafts.	One to five days , your choice.
	<b>Children's Ministry Music</b> * Mandatory VBS Song leader training dates: 6/17 & 6/25 @ 6:30; Volunteer training dates: 7/10 (6:30), 7/13(2:00), & 7/19(9:30).	<b>As a Children's Ministry music volunteer you are being trained for the 2008/2009 KQ/KFC/WOW season in addition to VBS. If you attend Hope you will be placed into teams with a flexible, rotating schedule based on your program preference and availability. Please check which team you prefer in the box on the Volunteer</b>	
X	Music Coordinator <b>FILLED</b>	Coordinates all music for VBS.	Organizing time before VBS & as needed during VBS. Training before VBS & daily during your session of VBS. You will also be serving a 1yr commitment helping song lead the group of your choice KQ/KFC/WOW 2 or more times a month as indicated on the Volunteer Registration form.
X	Music Coordinator Assistant <b>(Need one per session) FILLED</b>	Work with Music Coordinator to learn the songs and actions prior to song leader meetings in order to teach session leaders and music team. Will be the contact person for Music Session Leaders	
X	Music Session Leader <b>(Need 3 per session)</b>	Learn the songs and actions before VBS by attending song leader meetings in order to lead during a VBS session. Will be the contact person for the Music Team Members. <b>Need to be Adults.</b> Priority will be given to previous VBS/KQ song leaders.	
X	Children's Ministry Music Team Member <b>(Need 11 per session)</b>	Must attend mandatory song leader trainings in order to teach the children during a VBS session. Session and age group availability is limited. <i>Please see the Volunteer Registration form for the Children's Ministry Music Team box to indicate your ongoing volunteer choice!</i>	Training before VBS & daily during your session of VBS. You will also be serving a 1yr commitment helping song lead the group of your choice KQ, KFC, WOW 2 or more times a month as indicated on the Vol form.
X	Puppeteer <b>(Need 8-9 per session)</b>	Help with presenting lessons and stories through Puppets during large or small group time for 3 yr-Kindergarten age groups.	Training before VBS and daily during your session of VBS.

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Volunteer Form Needed	<b>Administration</b>	<b>*Good Opportunity for a Small Group to Volunteer together</b>	
	Misc. Administrative Help	Help with miscellaneous jobs prior to VBS such as mailings, phone calls, etc.	Pre-VBS Times based on need and scheduling availability.
X	Registration Assistant - During VBS <i>(need 4-6 per session)</i>	Assist registration team with registration process, checking in students and collecting fees.	Monday and Tuesday of VBS week (imperative), few others finish out the week.
X	Greeter <i>(need 8 per session Mon &amp; Tues. 3-4 per session Wed-Fri.)</i>	Greet parents and students as they arrive, help them find classes.	Available half hour before VBS session and half hour into session each day based on session selected.
X	Security <i>(need 3-4 per session)*</i>	Assist with security and traffic flow during VBS by patrolling hallways, building perimeter, monitoring exit doors at end of VBS and general help as needed.	Each day of VBS based on session selected.
	Set Up *	Assist with setting up activity centers, pulling down and setting up chairs, assist with preparing church for the week.	Several hours on the Sunday before VBS.
	Take Down *	Assist with cleaning up items from VBS week.	2-3 hours at end of VBS Friday.
X	Nurse (L.P.N. or R.N.) <i>1-2 per session</i>	Assist during VBS with any medical issues or concerns.	One day up to five days, your choice.
	<b>Decorations</b>	<b>*Good Opportunity for a Small Group to Volunteer together</b>	
	Decorations Coordinator <b>FILLED</b>	Design and implement VBS decorations. Lead team assistants.	Development time, set up and cleanup. Refresh and reset decorations between sessions.
	Decorations Assistant * <i>(Need 8-10)</i>	Assist the Decorations Coordinator to prepare, set up and take down for VBS.	3 Hours Sunday before VBS, take down after VBS, prep time assistance before VBS. Refresh & reset time between sessions.
	<b>T-Shirts</b>	<b>*Good Opportunity for a Small Group to Volunteer together</b>	
	T-Shirt Coordinator <b>FILLED</b>	Lead T-shirt team in coordinating distribution for children and volunteers. Includes coordinating design, ordering, distribution and scheduling volunteers.	Ordering before VBS. Sales the weekend prior to VBS, at all training sessions, and during VBS session weeks.
X	T-Shirt Preparation and Distribution * <i>(Need 4-6)</i>	Assist T-shirt Co-Leaders in preparation and distribution of T-shirts for VBS.	Sales the weekend prior to VBS, at all training sessions, and during VBS session weeks.
	<b>Media</b>		
X	Audio Engineers & Computer Operators	Will be working with microphones and cueing music and running Power Point. Must train with media team prior to VBS. <b>Adult volunteers only please.</b>	One day up to five days, your choice. Prefer for the week if possible.