

Vacation Bible School (VBS) Preschool Coordinator

Volunteer Position

Position Summary

The Preschool Coordinator oversees the preschool section of Vacation Bible School (VBS), ensuring a fun, faith-filled, and age-appropriate experience for young children (ages 4–5). This role involves recruiting and training volunteers, coordinating daily activities, and creating a nurturing environment where preschoolers can encounter Jesus in a meaningful way. The Preschool Coordinator works closely with the VBS Director and Station Coordinator to ensure a smooth and effective preschool program.

Key Responsibilities

- **Oversee Preschool Programming:** Lead and manage the preschool section of VBS, ensuring that all activities align with the VBS theme and daily Bible message.
- **Recruit & Train Volunteers:** Identify, invite, and train volunteers to serve as preschool Crew Leaders and Station Leaders, ensuring they are well-prepared and confident in their roles.
- **Organize & Prepare Materials:** Ensure all preschool stations (e.g., Bible Adventures, Crafts, Games, Snack Time, and Closing Circle) have the necessary supplies and setup.
- **Coordinate Daily Schedules:** Develop and oversee a rotation schedule tailored to preschoolers' needs, ensuring smooth transitions between activities.
- **Support & Supervise Volunteers:** Be available to assist preschool Crew Leaders and Station Leaders, providing guidance, encouragement, and troubleshooting as needed.
- **Create a Safe & Welcoming Environment:** Ensure preschoolers feel comfortable, engaged, and loved while learning about Jesus.
- **Communicate with Parents:** Serve as the primary contact for parents of preschoolers, providing information about the program, drop-off/pick-up procedures, and any special needs considerations.
- **Attend Planning Meetings:** Participate in pre-VBS meetings with the VBS Director and other coordinators to align plans and expectations.
- **Assist with Setup & Cleanup:** Help prepare the preschool area before VBS begins and oversee cleanup after the program concludes.

Qualifications & Skills

- Passion for sharing the Gospel with young children in an engaging and loving way
- Strong leadership, communication, and organizational skills
- Experience working with preschool-aged children (teaching, childcare, or ministry experience preferred)
- Ability to recruit, train, and support volunteers

- Patience, flexibility, and enthusiasm for working with young children
- Willingness to collaborate with the VBS team to ensure a successful program

Time Commitment

- Attend VBS planning meetings before the program begins
- Recruit and train preschool volunteers in the weeks leading up to VBS
- Be present daily during VBS to oversee preschool activities and support volunteers
- Assist with setup before VBS and cleanup afterward

By serving as the Preschool Coordinator, you provide young children with a foundation of faith in a nurturing and joyful environment. Your leadership ensures that preschoolers experience God's love in a way that is engaging, fun, and age-appropriate. Thank you for your dedication to this ministry!