

Vacation Bible School (VBS) Station Coordinator

Volunteer Position

Position Summary

The Station Coordinator oversees all VBS station activities, ensuring that Station Leaders are well-prepared, equipped, and supported throughout the program. This role involves recruiting and training Station Leaders, ensuring station materials are ready, and coordinating smooth transitions between activities. The Station Coordinator helps create a cohesive and engaging VBS experience by ensuring each station effectively reinforces the daily Bible message.

Key Responsibilities

- **Recruit & Train Station Leaders:** Identify and invite volunteers to lead each station (Bible Adventures, Imagination Station, Glacier Games, etc.), ensuring they understand their roles and responsibilities.
- **Provide Leadership & Support:** Serve as the primary point of contact for all Station Leaders, addressing any questions or needs they may have.
- **Ensure Smooth Coordination:** Work with the VBS Director to develop station schedules and facilitate smooth transitions between rotations.
- **Prepare & Organize Materials:** Ensure that all stations are equipped with necessary supplies, coordinating with the Environment Lead and VBS Director for setup needs.
- **Monitor Stations & Provide Assistance:** Check in with Station Leaders daily, offering support and troubleshooting any issues that arise. Step in to assist if needed.
- **Foster a Unified Teaching Approach:** Ensure that all stations align with the VBS theme and reinforce the daily Bible point in a fun and engaging way.
- **Attend Planning Meetings:** Participate in pre-VBS meetings with the VBS Director and other coordinators to ensure all aspects of the program are well-organized.
- **Assist with Setup & Teardown:** Help with station setup before VBS begins and oversee cleanup and material storage after the program ends.

Qualifications & Skills

- Strong leadership, communication, and organizational skills
- Ability to recruit, train, and support volunteers
- A heart for ministry and a passion for sharing the Gospel with children
- Experience in coordinating events or leading teams (helpful but not required)
- Ability to problem-solve and adapt in a dynamic environment
- Willingness to work closely with the VBS Director and fellow coordinators

Time Commitment

- Attend VBS planning meetings prior to the event
- Assist with recruiting and training Station Leaders in the weeks leading up to VBS
- Be available for setup and preparation before VBS begins
- Serve onsite throughout the week of VBS, ensuring stations run smoothly
- Assist with cleanup and material storage after VBS concludes

By serving as a Station Coordinator, you are ensuring that VBS runs effectively and that children have a meaningful, Christ-centered experience. Your leadership helps volunteers feel confident in their roles and allows the program to run smoothly. Thank you for your dedication to this ministry!