



# VOLUNTEER TRAINING

## ● MISSION STATEMENT

- Primary: Summer Adventure exists to share the good news of Jesus Christ and God's love for children in the community.
- Secondary: Summer Adventure is an outreach to children and their families in the community to have a place to learn about God's word and how it can be applied to their lives. Through the program, activities, lessons, and experiences with volunteer leaders, our hope is that all kids that attend feel loved, safe, and find that they have a place in the church that is for them to learn and be in community together.

## ● VOLUNTEER REQUIREMENTS

- All Volunteers must hold a personal faith in Jesus Christ and trust in God's word found in the bible as it guide's our faith, teaching and our lives.
- All Adult volunteers must have a criminal background check completed and on file by the time they begin volunteering. This is done at no cost to the volunteer and is confidential. These are rechecked every 3 years.
- All Minor volunteers must have a permission form and waiver signed by their adult parent or legal guardian giving permission and acknowledging responsibility of their child as they express confidence in the child's ability to serve as needed.

## ● VOLUNTEER EXPECTATIONS and REQUESTS

- Volunteers should wear the staff t-shirt and nametag each day (provided on the first day)
- Volunteers should be at the morning meeting on time each day. If running late or needing to arrive later, please send a text or call Caitlin as much in advance as possible.
  - **Monday's meeting: 7:15am... the rest of the week: 7:45am**
- In all ways, Volunteers are expected to be the best example of God's love and care as you are able. You are called to be followers Jesus in how we act, speak, and even discipline.

## ● TERMINOLOGY

- Summer Adventure: The name given to our traditional VBS (Vacation Bible School) program that focus' more on the experience rather than a "school" perspective.
- A Crew: Each child is assigned a crew that consists of around 8 children & a crew leader.

- **A Team:** Each crew is partnered with 1 or 2 others to form a “Team”, represented by a team color. These teams will go through the rotation stations each day together.

- **SUMMER ADVENTURE THEME for 2024**



- **SCUBA: diving into friendship with God**

- Each day we will have a theme that is repeated in every activity (Basically, hitting the same nail with a variety of hammers... not literally).
- **Rotations and Stations:** Each team will start and end together, and in between, travel through a variety of stations that engage the children in different ways as they talk about the bible story, memory verse, and daily theme. Here is a list/descriptions of the rotations:

- **Sing & Play Splash-**

- “sing & play” is the place where we begin and end each day with songs, videos, skits, and fun activities. **Location:** The Sanctuary

- **Deep Bible Adventures-**

- Bible Adventure is where the bible story’s that discuss the daily themes are taught in engaging and fun ways. **Location:** The Youth Room

- **Reef Rec**

- Games is where kids will come together for fun games to learn as they play!  
**Location:** Outside in the yard

- **Sticky Scripture-**

- This is a time to watch a video about the daily theme in action within the stories of children around the world.. **Location:** The Sanctuary

- **Creation Station**

- Craft & Play is a fun place to do a craft that gives the kids something to take home and remember about each day. **Location:** Preschool room

- **Tidal Treats-**

- What would a day at Summer Adventure be without a delicious snack!  
**Location:** basement

- **VOLUNTEER ROLES and RESPONSIBILITIES**

- Crew Leaders:
  - Safety of the kids- Before everything else, the safety of the children, physically, emotionally, and mentally, is our most important responsibility.

- Keep the kids engaged... This means not only helping them as needed but participating in the activities as much as you can alongside them!
- Help the leaders at each rotation as they request
- Make sure the kids are transitioning between rotations in a timely manner
- Continually remind the kids of the daily theme as you have the opportunity
- Before they leave at the end of the day, each parent or guardian needs to come and pick their child up from you in your row in the sanctuary. Kids do not run to them.
- If any of your kid's parents have requested we enforce mask wearing indoors for their children, please be sure to remind them as needed
- Team Leaders:
  - Supervise and help the two or three crew leaders and their children that are a part of your team. Provide assistance, encouragement, and oversight as needed.
  - You are also extra hands to help at rotations, sit or talk with kids that are having a hard day, and even take kids on bathroom breaks if needed so that crew leaders can stay with their kids at the rotations.
  - Make sure your team is transitioning in a timely manner and ready to begin on time.
  - Remind your crew leaders when needed to help their kids quietly listen when expected or to follow instructions when being asked.
  - Keep a watchful eye at pick-up that the children are not leaving their rows until their parent comes to pick them up. This prevents mass chaos at the end of the day.
- Rotation Leaders
  - Have everything set before the 7:45am meeting and before each rotation begins. If it is possible, get your area/activities set for the next day when we finish each day.
  - Use your assistants to keep things running smoothly. Also, feel free to call on the crew and team leaders to provide assistance
  - FINISH ON TIME! Each Rotation is 20 minutes and has a 5 minute transition to the next place. If you have to cut activities short to keep this time frame, that is ok.
  - If you find that you are in need of more things to do because of having TOO much time, feel free to ask me and I will work on getting you more options as needed.
  - Find ways to remind the kids of the daily theme
  - Help keep the church building and property damage free. If any damage from activities or supplies occurs, please make sure to let me know as soon as possible!
  - If you are in need of more help, please ask and I will make sure you have it!
- Rotation Helpers
  - Follow the directions of your crew or rotation leaders and help wherever possible
  - Engage with the kids and get to know them! You are a part of their experience too!
  - Be flexible! If there is a need that crops up out of nowhere, you may be called upon for help. We appreciate your willingness to help whenever these things may happen and help in making Summer Adventure run smoothly and safely.

- **TIPS FOR SUPERVISING CHILDREN**

- Tip #1: BE AWARE OF THE AUDIENCE- Remember, they are children. They all come from different home and family backgrounds with different ways to handle communication,

emotions, change, and adversity with others. Think about that as you look at the ways in which you are speak, acting, listening and even disciplining.

- Tip #2: BE PATIENT AND FLEXIBLE- Depending on how old your kids, patients and flexibility can be key. Yes, you might have that one child that has to go to the bathroom every five minutes. That's ok, Be patient! Yes, some activities may be more challenging to your kids and you just want to fix something for them or give the answer. Be patient!
- Tip #3: IF YOU'RE UNSURE, ASK FOR HELP- Because safety is important and we want to ensure the best experience for each child, if you are unsure of how to handle any given situation, don't be afraid to ask for help! At any given time, I am available and there are other leaders available as well!
- Tip #4: HAVE FUN! In the most non-creepy way possible... you are being watched! The children look to all of us and are seeing the ways we are loving Jesus and engaging in the songs, activities, and lessons. Have fun with them and their experience at Summer Adventure will make memories that last a life-time.
- Finally, Tip #5: Yes, the kids are watching... BUT THINK ABOUT WHO ELSE- All of us that profess to be Christians are saying that we follow Jesus Christ and the way in which he taught us to love God and love others. Parents are watching the ways in which we are representing Jesus to kids. And most importantly, God is present and calls us to represent Him well, too! This is not just about our church, but about living into what we are called to be in this world in scripture. Do as Jesus did, Love God BY loving these children, each other, and everyone that comes through the doors of this church!

- **ONE MORE THING... BATHROOM RULES!**

- One of the biggest places that we can mess up and make this place unsafe is the bathroom. Yes, we will have plenty of children that are more than capable to use the restroom on their own. But half the kids who attend will be preschoolers and may need assistance.
- Our bathroom rules here at Valley Covenant must be followed. They are simple:
  - Obviously, no going into a bathroom with the opposite gender
  - Additionally, absolutely NO going into a single bathroom or stall with a child. This is a private space, even if they ask you to come in for help.
  - If assistance with buttoning or unbuttoning pants is needed, ask the child to come to the door, leaving it as closed as possible, and practice the "hand-over-hand" method, where you use your hands to guide and help the children in buttoning or unbuttoning. If you feel you need help with this, just ask!
  - CREW LEADERS: remember that you are not to leave your kids un-attended, even to take a child to the bathroom. Team leaders are there to help, as well as, any additional adult volunteers that are around that day.

- **THANK YOU!**

- Summer Adventure is not possible without the countless ways that you and other volunteers and donors contribute to making it such an incredible experience for these children! I cannot quite express in words the deep appreciation I have for you, as this program is something I am deeply passionate about but also something I am very much

unable to do alone. We can only do it together! So thank you for giving of your time, energy, and resources for this one week of Summer Adventure at Valley Covenant Church!

- Please call us if you have questions or if you need to change your availability and find a substitute for you for any day.
- Please reply to the e-mail or message in which you received this and confirm that you have read this, understand it and feel prepared for your role at Summer Adventure 2024!

**-Caitlin Pierson**

Cell #: 815-871-5689

↓↓ *Remove, sign, and submit to Caitlin Pierson OR follow text instructions* ↓↓

I, \_\_\_\_\_, affirm that I have read these training materials and feel comfortable volunteering in the task that has been assigned. Additionally, if anything remains unclear, I will ask Pastor Caitlin

Volunteer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

OR

Text Caitlin to affirm you agree with the above statement: 815-871-5689