

Craft Role Description

ATTRIBUTES OF A SUMMERFEST VOLUNTEER

Servant-Hearted

Relational by being engaged and making positive connections with others

Communicates well with team and with groups of kids

Positive Attitude

CRAFT TEAM RESPONSIBILITIES

Before Craft Rotation

Pray together as a team for the day at Summerfest.

From the Craft Leader, go over the craft for the day and what the kids will be making.

Help set up the crafts before the kids arrive to the craft rotation based on Craft Leader's instructions.

Greet kids and their leaders as they come to the craft station.

Guide small groups to the different tables for crafts (2 small groups at each table).

During Craft Rotation

From Craft Leader directions, help explain the craft to individual groups and their leaders if necessary.

Provide support for small group leaders by getting any additional or needed supplies for their kids.

Provide help to kids if they need help with a craft and their small group leader is helping someone else.

Encourage and celebrate the crafts that kids are making.

After Craft Rotation #1

Instruct the kids to pick up their trash and throw it away in the nearby trash cans.

Pick up any left-over trash and throw it away.

Help setup the next round of crafts and organize supplies for the next group coming to Craft.

After Craft Rotation #2

Instruct the kids to pick up their trash and throw it away in the nearby trash cans.

Pick up any left-over trash and throw it away.

Gather all supplies and put them away for the day.

Help prepare and organize any crafts for the next day.

Once craft is finished for the night, your serving commitment is fulfilled for the evening.

You may do one of the two options:

Head home for the evening

Jump into another role for the completion of the night

Room Coordinator Description

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COORDINATOR RESPONSIBILITIES

Before Summerfest Begins (Standing at the entrance to grade area within Next Gen)

Pass out the printed stickers for volunteers in your specific grade area

Greet kids and welcome them to their grade area. Guide the kids to small group leaders.

During Summerfest

Provide support to the designated grade you are assigned during Summerfest

Help keep the groups and kids on schedule when necessary

Take any kids to the bathroom or for drinks of water as needed

Help direct kids and groups to the different areas within Summerfest

Help redirect kids if they are causing disruptions

Be ready and available for other leaders with help

During Small Groups

·Provide support to small group leaders by getting any necessary supplies

·Take any kids to bathroom or drinks of water when needed

·Help redirect kids if they are causing disruptions in the small group

·Make yourself available by continually walking around the small group area

End of Summerfest

Help direct parents to their kids for pickup

If at final checkout for the evening, collect kid's stickers and matchup the sticker with parent's claim sticker

Rec Role Description

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REC TEAM RESPONSIBILITIES

Before Rec Rotation

Pray together as a team for the day at Summerfest.

From the Rec Leader, go over the games for the day

Help set up the games before the kids arrive for rec based on Rec Leader's instructions.

If there are two separate games for the day, set up both games prior to first rotation.

Greet kids and their leaders as they come to the courtyard for Rec

During Rec Rotation

As the Rec Lead explains the games, make sure kids are paying attention and not being disruptive

Help clarify any instructions or rules of the game to small group leaders or kids

Provide any small groups with necessary supplies for the games

Help direct and guide small groups to where they need to go for the game

Encourage and celebrate the kids as they play the game.

After Rec Rotation #1

·If playing same game, reset the supplies for the next group

·If playing different game, collect supplies from game 1 if it interferes with second game

After Rec Rotation #2

Gather all the supplies from the games for the day

Put away all supplies that aren't going to be used into Hope Kids storage area

Run through the games for the next day

Organize supplies for the next day for easy setup

Once Rec Rotation is finished, your serving commitment is fulfilled for the evening.

You may do one of the two options:

Head home for the evening

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Small Group Leader Description

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SMALL GROUP RESPONSIBILITIES

Before Summerfest Begins

Pray together as a team for the day at Summerfest.

From the Small Group Coach, go over any important information for the day

When parents drop off, greet kids that come into your small group

Make kids feel known and welcome by engage with them through questions and activities.

During Summerfest

Keep your kids with you during all aspects of Summerfest. Summerfest is small group focused.

Help re-direct or correct any behavior by kids that are distracting for others

Participate and engage in all activities to model desired actions from your kids

Ask questions, check on your kids, and build connections with them throughout the night.

During Small Group Time

Gather necessary supplies needed for small group lesson

Teach and engage your group through the lesson

Rely on coordinators and coach for anything you need for your group

Have fun! There can be added pressure in leading kids, but kids will remember how they felt more than what they heard.

End of Summerfest

Keep small group together once parents start picking up

Make a connection with the parent before they leave

Encourage kids before they leave for the night

Remind kids to come back the next day for Summerfest

Check-in Role Description

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CHECK-IN / LOBBY TEAM RESPONSIBILITIES

Before Summerfest Begins

Ensure the lobby is clean and presentable for parents to check-in

Double check your supplies (pens, papers, printer stickers) before check-in begins

Be in position ready for check-in and parents to check-in and drop-off

During Check-in

Support small group leaders in your grade

Direct parents to where to go (if they have stickers from Preschool Area, guiding them into the Next Gen Space. If they need stickers, guiding to one of the computers)

Be friendly, courteous, and enthusiastic that they are there for Summerfest

Give parents and kids stickers once they are printed out. Explain the parent sticker / kid sticker if they have questions

Direct them to the open doors of the Next Gen space

After Check-In

Clean up area or trash that was left behind during check-in

Restock any supplies as needed for the next day

Check-in with the Lobby Lead for any further directions or tasks needed after check-in was complete

After check-in responsibilities are complete, your serving commitment is fulfilled for the evening.

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Coach Role Description

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COACH RESPONSIBILITIES

Before Summerfest Begins

Pray for the kids and leaders in your specific grade

Make a connection with those volunteering on your team either by text or in person

Communicate important details to your team

Complete registration forms and background checks if needed

Summerfest Leader Meeting

During Summerfest

Encourage, celebrate, help, and guide the small group leaders of your area

Help explain or clarify any aspects to the small group lesson to help small group leaders

Be available for any questions or help from small group leaders

Keep record of kids in their small groups and direct kids and parents to small group leaders

Utilize grade coordinators to help with bathrooms, drinks, or generic needs of the kids

Be present and sensitive to the Holy Spirit for Gospel Conversations with kids

Engage kids to help them feel known, seen, and loved

·Reward groups each day for spirit days and attributes / character qualities.

After Summerfest

Direct and place grade coordinators to help with check-out

Be available to connect and answer any questions from parents

Encourage kids to come back the next day

Bring your team together at the end of the night to recap, celebrate, and pray