



New Hope Kids VBS: Snowball Mountain Challenge

Volunteer Training Guide

Theme: God is with us wherever we go

Training Agenda

At today's training, you will:

- Meet fellow volunteers
- Schedule: Overview, how each station works, and location
- Music?
- Bible?
- Science
- New Name Tags
- Craft?
- Tour and hallway signs, crew signs, and crew basket signs
- Practice classroom and crew management strategies
- Sign the confidentiality statement & complete background check
- Review morning job assignments: Water & Pop-Ups
- Pick up your Road Trip VBS T-shirt
- Pray together for all the kids and volunteers

Reminder: All volunteers arrive at 8:00 AM on Monday

Be sure to have **Allie's contact info** saved: **303-335-8122**

Roles and Responsibilities

Station Leaders

- Familiarize yourself with your station space
- Pick up your Leader's Guide (if you don't have it already)
- Review and organize your materials

Crew Leaders

- Learn check-in/check-out procedures
- Review how to be an effective Crew Leader
- Check contents of your Crew Leader bag
- Make a sign with your Crew name
- Review your crew list, check for allergies, and prep name tags

Schedule: Overview how to read, how stations work

What is a Crew Leader?

Anyone who loves the Lord and loves children can be a Crew Leader!

A Crew Leader is:

- A builder of relationships
 - A discussion facilitator
 - An encourager
 - A station helper
 - A teammate to Station Leaders
 - Help complete activities
 - Engage with kids at their level (literally—get on the floor!)
 - Show patience and support
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Safety Guidelines

All Volunteers Must:

- Have a background check every 2 years
- Sign a no gossip statement

Child Safety Protocols:

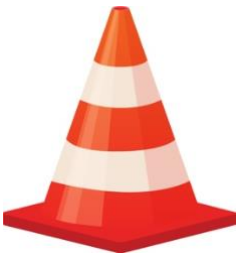
- Never be alone with a child
- Always take children to bathrooms in groups and wait outside. Buddy System
- **Encouragements for kids:**
 - Side hugs
 - High fives
 - Hand on the shoulder
 - Fist bumps
- **Avoid unhealthy touches:**
 - No piggy-back rides
 - No children on your lap

Be mindful of each child's comfort level with physical interaction.



Pick-Up and Drop-Off

- Parents will drop off their kids with their crew leader in the **Sanctuary, in the morning.**
- Parents find their child's **Crew** (rows labeled with Crew names)
- Crew Leaders will wear t-shirts and name tags, to help kids and parents.



- **Pick-up is in your crew's row after VBS closing**

- To help with pick up and to keep kids from running out of the pew, make sure each crew has one leader on one end and one on the other of the pew.
- Parents must show you their kids' **pick-up card when they are picking up.**
- If parents do not have their pickup card with them, please send them to Ms. Allie.

Security & Emergencies

- Every morning take attendance on your clipboard
- Every morning count the number of kids you have, and throughout the day continue to count and make sure you have the right number of students.
- In an emergency, take your **phone & clipboard** with you
- Classroom doors remain locked; remove the magnetic strip for quick lock
- Fire emergencies, bring your crew to the sidewalk across from the fire house. Go through attendance again and make sure you have the correct number of students.
- Tornadoes, follow adult instructions, take your crew to the basement away from any windows and duck and cover.
- Active threat, follow the safety guides attached to your clipboard. Bring your clipboard, and take attendance once sheltered.

Creating a Positive Atmosphere


- Every morning welcome kids, learn their names and get to know them each day.
- Accept every child as they are.
- Welcome questions and curiosity.
- Share personal stories of how God is working in your life.
- If you are noticing any struggles between kids encourage them to: first try and work it out, second give each other space, and third have them meet with Ms. Allie.
- Encourage kids to pray, even if it's just a few words. If they are not comfortable that is ok too.

VBS Daily Flow: A Day in the Life

- Children rotate through **6 stations** daily (20 minutes each,). All kids start and end with **Opening, Music, and Closing sessions** in the Sanctuary.

Stations Include:

1. **Bible Adventure** – Stories, games, and hands-on learning
2. **Snack Station** – Kids bring nut-free snacks from home; no sharing allowed
3. **Music & Playground**
 - *Elementary:* 10 min songs, 10 min playground + snow cones (in Youth Room)
 - *Preschool:* 10:15 AM music in the Sanctuary
4. **Recreation Station** – Focus on faith-filled, active play
5. **Science Station** – Two simple, fun experiments each session
6. **Craft Station** – Creative crafts to reinforce Bible lessons

 Your **daily schedule** will be your best friend!



VBS Core Behavior Expectations (Shared with parents in advance.)

1. **Respect Others**
 - Kind words & actions
 - Listen when others speak
 - Keep hands and feet to yourself
2. **Follow Directions**
 - Listen to volunteers
 - Ask questions if unsure
3. **Stay Safe**
 - Use equipment properly
 - Stay in designated areas
4. **Be Responsible**
 - Take care of belongings
 - Clean up after yourself
5. **Try Your Best**
 - Participate, even in new things
 - Encourage each other



Tips for Leaders and Volunteers

- **Set clear, positive expectations**
Use phrases like “Walking feet” or “Show me your listening ears.”
- **Let youth lead**
Give kids responsibility and trust.
- **Appreciate effort**
Welcome ideas and encourage contributions
- **Model positive behavior**
Kids will mirror what they see
- **Build relationships**
Learn names, smile often, and share how God is working in your life

Redirecting and Group Management

- Set age-appropriate expectations
- Use names to engage kids
- Communicate positively and clearly
- Reinforce good behavior
- Be consistent and fair
- Support each other in discipline efforts
- Create a space where all kids feel safe to ask questions



SOS It's always OK to ask for help!

Find an adult or call **Allie** if you need assistance: **303-335-8122**