

GU16 Churches Together Summer Holiday Club – Guide for volunteers

We are planning a bible club to run from **Tuesday** August 27th to **Friday** 30th August, with a final Sunday service on September 1st 2019 (ie starting after the August Bank Holiday), **mornings only**, for ages 5-12 (school years 1-7) Email candylynn@rogers.com for more details or if you want to register an interest in helping.

We are looking for volunteers for the following roles: Present during club:

Role	Need	Have	Job description	Notes
Small group leaders*	12	6	To supervise a group of less than 10 in pre-planned activities when we break out from the larger group. Oversight of group at other times, and handover to parents when they collect.	Need CRB clearance. Need to be there for every session.
Small group helper*	12		Assist leader.	
Musicians	3+	2	Lead songs – music/word available	Live music as no DVD available.
Actors	5+	2	5-minute drama each morning. 4 main characters plus some extras Also: eye-witnesses for the news-story (e.g. Bible character who is interviewed etc.)	(Already written) Every day length = 2 sheets A4 / day
Registration	4+		Sign in children. Get registration forms completed. Only need to be there at the beginning, unless doing other jobs.	More req. first day when registration forms are filled in
Craft coordinators	5		Prepare/ collect materials/equipment for days craft session, show group leaders how it works, demonstrate to kids on the day	Some craft ideas already done – but if you have ideas that would fit theme let us know.
Captain Ketchup	1		Joker/Jester/News reader (maybe puppet?)	Present everyday
Special needs helper	1+		Help with children with special needs	
First aider	1	1	Provide first level medical cover	Needs qualifications
Bouncing Benjamin	1		Lead 10 minutes of physical exercises	
Refreshments	1+		Prepare refreshments. Manage team, Tidy up. Check for allergy issues with registration	Needs Food Hygiene Cert.
Security	1+		Ensure only people associated with club enter building.	Don't need to be big!
Group coordinators			Oversee groups if we have more than 10 (!). Assist Candy in leading full group activities	
Technician	1		Assist in working any PA, lights, projectors etc.	

Also, some jobs are in a support role – may not need presence on the day:

Role	Need	Have	Job description	Notes
Prop maker	1+		Build the 'set' on an weeks' theme – backdrops etc	
Wardrobe	1+		Help with costumes for drama/news stories.	
Publicity	1+		Creation of posters, distribution of leaflets etc.	
Stagehands	1		Installation of set, PA, lights, projectors screens etc.	
Artists	1+		Creation of backdrops, team logos etc.	
Barbeque	4+		Cook and serve food at barbeque	Saturday 11-2

***Group leaders stay with their group and have a great opportunity to share and explain their faith. Assistant leaders may also have space to help with other jobs.**