

Opportunities to serve at Valley Church AWANA

Valley Church AWANA has the following age based clubs: Cubbies (3 & 4 year olds); Sparks (K-2nd grade); T&T (3-6th grade); Trek (7-8th grade); Journey (9-12th grade).

The following volunteer positions are opened to anyone who has accepted Jesus Christ as their Lord and Savior. Those marked with an asterisk (*) are open to anyone. All positions require a background check. Some of the following roles have vacancies in Cubbies, Sparks and T&T. When making your commitment, please indicate which club you would like to work with.

It is a requirement to arrive at the beginning of the volunteer assignment each week and stay until it is completed. For occasional necessary absence, it is required to inform the program director at least 2 days in advance.

T&T Director -

The T&T Director is responsible for all aspects of the T&T Club including the following: 1) Ensuring there are enough handbook time volunteers to maintain a 5:1 student to volunteer ratio. 2) Enforcing handbook time standards. 3) Establishing Monthly Theme nights/special club activities. 4) Providing volunteer training. 5) Participating in bi-monthly Commander, Directors and Club Secretaries meetings (bi-weekly prior to start of AWANA start and bi-monthly afterwards). 6) Establishing Club goals and tracking progress. 7) Helping volunteers and students comply with club policies. 8) Setting the tone of the club by maintaining overall group discipline and helping volunteers maintain discipline with their clubbers. 9) Recruiting Council time speakers and defining overall Council time theme. 10) Making weekly award presentations and club announcements during closing ceremony. 10) Praying for their clubbers and volunteers on a regular basis.

5 to 7 hours per week.

Games Director -

Plans exciting game events and encourages and atmosphere of healthy competition, good sportsmanship and teamwork. Trains game-time volunteers.

3 hours per week.

Handbook time volunteer (Listener) -

Hears children recite God's Word from memory and helps them know and understand the verses they hide in their hearts. The volunteer is responsible for a small group of children (approximately five), and should stay with the same group of clubbers throughout the year, encouraging them in their learning and reciting of Bible verses. You may have the opportunity to share the gospel with a child and lead them in the prayer of Salvation.

During Handbook Time, volunteers pray with children, teach spiritual truths, and work with kids to understand/complete sections and keep records. Volunteers are encouraged to develop a relationship with clubbers. During Council Time volunteers

should not sit at the back of the room, but should sit with and engage with the children. Phones must be turned off.
1 or 2 hours per week.

Game time volunteer -

Clarifies game directions and cheers the children on when they are competing. The Game time volunteer is assigned a color line, and is responsible for that team color. S/he will encourage the children to play, maintain the order, and help the children keep the game rules.
1 or 2 hours per week.

Secretary -

The Secretary maintains records about clubbers' attendance and achievement. They also supply information for parents and stay aware of inventory needs for leaders and AWANA Club Secretary. They handout awards and AWANA Store Shares each week as clubbers earn them. They assist during clubber check-in and check-out times.
1 or 2 hours per week.

Hallway Monitor (*)-

Volunteer will monitor adults on campus and verify that an AWANA badge is being worn or that the person has business on campus. They will monitor the restrooms, hallways, and outdoor areas. Volunteer will monitor and assist clubs during transition times when children are moving from one place to another. As needed, volunteer will help people as they park and walk towards the campus. During an emergency evacuation security will assist the Commander in verifying that all buildings are clear.
2 hours per week.

Music volunteer –

Leads worship time in a large group setting. May sing, play an instrument and/or lead hand motions.

The volunteer must be available to lead songs eight times during the AWANA year.

Council Time Speaker –

The Speaker will be on a rotating schedule to present a 10 minute evangelical message in a large group setting. The speaker should always present the gospel in a child-friendly age appropriate manner. This could include your personal testimony of salvation or an object lesson that the children would find captivating as well as meaningful. We will have resources available to help you prepare your talk. The speaker must be available to share God's Word six times during the AWANA year. Approximately 6 times during the AWANA year.

Theme Night Coordinator -

The Theme Night Coordinator will help Club directors define monthly child-appropriate fun theme nights. The Theme Night Coordinator will be responsible for announcing and organizing theme-nights, procuring needed theme night articles, setting up/cleaning up. Also, the Theme Night Coordinator will organize an annual potluck dinner.

Approximately 4 hours per month.

Nursery -

Serves in the nursery with young children of the AWANA volunteers.

2 hours per week.

Set up Helper (*)-

The role of this volunteer is to have things setup by 6:30pm. Set up must be done on Club day.

Tasks include:

- Setting out file boxes in each classroom for Secretaries.
 - Setting out leader's badge-tray and sign-in sheets, clubber's check-in sheets by grade, and visitor baskets by grade in the Activity Center.
 - Printing out any necessary material.
 - Ensuring American flag, Awana flag, color flags, music stand and game buckets are placed in the Activity Center. Ensuring music setup is functional.
- 30 mins per week.

Clean up Helper (*)-

Responsibilities are:

- Take leader's badge-tray and check-out sheets to office after all children have been picked up.
- Pick up any materials left on tables from Campus Center and Activity Center and take to office.
- Put flags and game buckets away.
- Place in order badges for next week.

20 mins per week

Prayer Coordinator -

Leads team in prayer prior to club opening, opens club with prayer, and is available to answer questions any child may have about their relationship with Jesus Christ.

1 hour per week.

AWANA Store Manager (*) -

The Store Manager procures the items to sell at the store. Ensures the needs/interests of all age/genders are represented. Manages store budget. Oversees a group of helpers for set up, tear down and cashiering. The Store Manager collects donations for the store

Approximately 8 to 9 hours per store. The store will open in December, February and May.

Grand Prix Director -

The Grand Prix Director coordinates the fall Grand Prix. Works with the Commander and the T&T Director to advertise and run the event. Helps recruit Grand Prix helpers. The position requires a commitment of 2 weeks of advance planning, 3 Saturday Work Shops, Track Setup Day and Race Day.

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The following positions may also be available. Please let us know if you are interested in any of them (email us at awanaadmin@valleychurch.org).

Trek Director -

The Trek Director is responsible for all aspects of the Trek Club including the following: 1) Communicating the Awana Trek series book to be worked on that year. 2) Ensuring there are enough leaders to maintain a 5:1 student to leader ratio. 3) Establishing the date, time, and frequency of meetings. 4) Establishing the Trek Club calendar for students and parents. 5) Communicating student progress with parents, as needed. 6) Helping leaders and students to comply with club policies. 7) Reporting student progress to the club secretary regularly. 8) Ordering Trek inventory for their club, as needed. 9) Praying for their clubbers and leaders on a regular basis.
5 to 7 hours per week.

Student Leader -

A middle-school or high-school student who wants to help lead the younger generation of preschool- or grade-school-age children.
2 hours per week.

Club Secretary -

The Club Secretary assists the Club Director with administrative tasks including: being responsible for the record keeping of one club, collecting dues, and keeping track of awards and club inventory.
3 hours per week.

Games Score Keeper -

Supports Games Director and keeps scores during Game Time.
2 hours per week.

Games Circle Director -

Responsible for Game Circle operation. Has final word on all matters not covered in written rules.
2 hours per week.

Nursery Director -

Responsible for all aspects of the nursery during AWANA Club Night.
2 hours per week.

Substitute Coordinator (*) -

Coordinates substitute volunteers. Volunteers will notify Coordinator if they will be absent. Coordinator will be responsible for finding a substitute for said volunteer. And will notify corresponding Club Director of absentees and their substitutes.
1 to 2 hours per week.