

AVC Volunteer Position

Vacation Bible School, Aide/Assistant, Joint Faith

USAG Ansbach Chapels

Position Type	Annual event
Posted	6/27/2016
Duties	Vacation Bible School (VBS) is Mission Enhancing, IAW AR 165-1, paragraph 13-1.d.2.

VBS is a summer program for children. It is designed to provide religious support and resilience enhancement in a joint faith setting.

All volunteers will work under the Supervision of the Garrison Chaplain through the Director of Religious Education (DRE) and Sponsoring Chaplain. In the absence of a DRE, the IMCOM-Europe Religious Education Program Director (REPD) assists with supervision. Curriculum and resources will be approved and/or provided by the Garrison Chaplain's Office.

VBS Aides/Assistants are NON-SPECIFIED VOLUNTEERS who will:

- Serve under constant Line of Sight Supervision (LOSS) when the service is with children (0-18yo) who do not have parents in the room.

The Aides/Assistants will also fulfill the following duties as required:

- Attend VBS annual training
- Weekly for the months before VBS assist congregation in promoting VBS program
- Biweekly (or weekly) in the 4 weeks before VBS assist in program preparation as needed
- Daily during the week of VBS, arrive at least 30 minutes prior to the start of the program staying at least 30 minutes after the program ends
- Daily during the week of VBS assist set up and clean up
- Daily during the week of VBS assist in the curriculum implementation
- Daily during the week of VBS ensure the protection of all children and the safety of all participants

VBS Aides/Assistants will record, and report to their supervisor, their voluntary service either in VMIS or using DA Forms 4713 and 4162.

VBS Aides/Assistants will never be alone with a child or youth. All programs will have at least 2 vetted adults attending.

If the use of a motor vehicle is required for this program, then the Sponsoring Chaplain will arrange government employee and government vehicle, and the 2 adult rule will still apply.

The volunteer shall maintain strict confidentiality with respect to any personal or command information entrusted to or encountered by the volunteer. Failure to meet confidentiality standards will result in termination of the volunteer. By signing the volunteer agreement, the volunteer agrees to the Department of Defense confidentiality and privacy requirements understands and agrees to adhere to these requirements.

The use of a vehicle is not required to perform these duties and is specifically prohibited.

Credential or License Required

Yes (see qualifications)

Qualifications

Qualifications for VBS Aides/Assistants include:

- Attendance at a Garrison congregation's worship.
- Each Army chapel volunteer will serve after completing basic volunteer documentation as provided by the Garrison Chaplain's Office. For statutory volunteers, at a minimum, this includes DA Form 2793. Unless VMIS is used, DA Form 4162 and DA Form 4713. For other forms of voluntary service, see the SOPs issued by the Office of the Chief of Chaplains.
- Because of the Non-Specified designation of this PD, child protection background checks are not conducted, but the volunteer will serve under LOSS when with children whose parents are not in the room.
- All VBS Aides/Assistants will sign annual disclosure statements (IAW AD 2014-23) and attend annual training as required in this Position Description.

Involves working with children or youth on a short term basis. Volunteers working with children or youth on a short term basis

are not required to have a background check but must be under line of sight supervision (LOSS) by an individual who has a completed full background check (Installation Records Check IRC and NACI and SCHR) and can never be left alone with children.

Training

Required training includes:

- Annual Chapel Child Protection Training
- Annual VBS Aide/Assistant Training

Other training can include:

- IMCOM-Europe CARE Center Volunteer Training.
- religious group and/or academic Youth Ministry certification and professional development programs.
- First Aid
- CPR

Involves work with confidential issues. Volunteers who work with confidential issues are required to have training on confidentiality and the safeguarding of privacy protected records.

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Orientation

Annual VBS Aide/Assistant orientation is provided by the Garrison Chaplain's Office and is part of the requirement for all Chapel Volunteers.

Time Required

Approximately 30 hours for 1-2 weeks in the summer to include:

- Engagement with VBS program & congregation.
- Preparation for and assistance in programs.
- Training.
- Travel to/from VBS programming.

Evaluation

Evaluation is ongoing by the Garrison Chaplain through the DRE and Sponsoring Chaplain.

Evaluation standards include:

- Demonstrated commitment to the VBS Program measured by recorded and reported volunteer service.
- Fulfillment of VBS Aide/Assistant duties measured by

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feedback from congregation and participants.

- Communication and coordination with Garrison Chapel staff and VBS Volunteers measured by feedback from Garrison Chapel leaders.

- Compliance with Army regulations regarding religion, child protection, and safety measured by chapel records.

- Personal development measured by attendance at and completion of training opportunities.

If the Garrison Chaplain determines that a VBS Aide/Assistant does not comply with requirements, then the volunteer will be terminated from service.

Benefits

Benefits to VBS Aides/Assistants include:

- personal religious education and faith development through chapel engagement and leadership.

- professional growth through training and program leadership.

- enhanced resilience through interpersonal and religious support.

Address

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Contact Person

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AVC Coordinator

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