

AVC Volunteer Position

Vacation Bible School, Director

USAG Wiesbaden Chapels

Summary: Working for several months, VBS Director coordinates the work of volunteers for the annual VBS week.

Position Type	Ongoing position
Posted	9/8/2016
Duties	<p>Vacation Bible School (VBS) provides children with an essential element of religion in accordance with AR 165-1, para 2-3.a.</p> <p>VBS is normally for children aged 3-10 years old but may include classes for adolescents (11-18yo) and adults.</p> <p>The VBS Director works with VBS Volunteer Leaders and representatives from each garrison chapel congregation. The VBS Director is the convener of these meetings and works under the supervision of the Garrison Chaplain and Director of Religious Education.</p> <p>In a joint faith program, each VBS leader will be connected with a chapel congregation providing point of contact and leadership for the VBS program inside that congregation's structure.</p> <p>All volunteers will work under the Supervision of the Garrison Chaplain through the Director of Religious Education (DRE) and Sponsoring Chaplain. Curriculum and resources will be approved and/or provided by the Garrison Chaplain's Office.</p> <p>The Director is a SPECIFIED VOLUNTEER who will:</p> <ul style="list-style-type: none">- Biweekly (or weekly) - Provide assistance to VBS Leaders for classes and resources. This changes from season to season.- Quarterly - Lead the congregational representatives in planning meetings for VBS. (ex. Fall - Evaluation previous year and initial selection of material for next year; Winter - purchase planning and key leader recruiting; Spring - key leader training and recruiting additional leaders; Summer - final planning/advertising and training)- Annually - Attend VBS Director Leadership Training planned by the IMCOM-Europe VBS Working Group.

May also serve on IMCOM-Europe VBS Working Group.

The Director will record, and report to his/her supervisor, voluntary service either in VMIS or using DA Forms 4713 and 4162.

The Director 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 Director include:

- VBS Director will be aged 18 or older.
- Attendance at a Garrison congregation's worship at least twice a month.
- Demonstrated leadership abilities and understanding of Army Chapel VBS programming.
- 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 Specified designation of this PD, completed Army child protection prescreening and background checks. Valid documentation on file at the Garrison Chaplain's office.
- All VBS leaders will sign annual disclosure statements and attend annual training as required in this Position Description.

Involves working with children or youth on a regular basis. Volunteers working with children or youth on a regular basis must have a completed background check (Installation Records Check IRC and CID check; local nationals must also have a local government check).

Training

Required training includes:

- Annual Chapel Child Protection Training
- Annual VBS Leader Training

Other training may include:

- IMCOM-Europe CARE Center Volunteer Training.
- Religious Group and/or academic Religious Education 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.

Orientation

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

Time Required

The time commitment varies from season to season and is averaged out to 10-15 hours per week to include:

- Congregational coordination.
- Engagement with children and congregations.
- Preparation and leadership of 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 Director duties measured by feedback from the congregations and families.
- Communication and coordination with Garrison Chapel staff and other 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 Director does not comply with requirements, then the volunteer will be terminated from service.

Benefits

Benefits to Director 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

Chaplain Sponsor
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AVC Coordinator