



Summary of Responsibilities For Helpers

Before Club Day

- Pray for the children's hearts to be receptive and for God's love to be evident through you as you minister to them
- Help the coordinator put together treat bags, make name tags and membership cards, and put out mailings as needed
- Help the teacher and coordinator put together items for the club, assemble games, or color visuals

Day of Club

- Arrive 30 minutes before club starts and sign in at the office
- Be available to help wherever needed.

This may include...

- Helping put out snacks
- Assisting a grade helper with a specific grade
- Greeting the children at the door and directing them to their grade area or those with permission slips in hand to the coordinator
- Helping the coordinator make temporary name tags for new children as they arrive
- Sitting with the kids during club time
- Being in charge of those who walk home at the end of club
- Walking any daycare kids down to their room at the end of club
- Being available during dismissal time for crowd control
- Filling out a prayer request form with any prayer requests from the club day