

Elementary Crew Leader & Jr Crew Leader Guide



July 7 – 11, 2025

What is an Elementary Crew Leader?

An Elementary Crew Leader will guide a group of children, who will be entering first through fifth grade, to different stations throughout (or outside of) the building. **The Crew Leader is not in charge of preparing or teaching activities; the Crew Leader helps kids enjoy each station. Crew Leaders participate in each station as directed by the station leader. Please listen carefully for instructions.**

What is an Elementary Jr Crew Leader?

An Elementary Jr Crew Leader is a middle or high school student who helps the Crew Leader. The Jr Crew Leader will often assist with getting the crew to each station, but may also have other tasks, depending on the needs of the crew and the Crew Leader. Jr Crew Leaders will participate in a station as directed by the station leader. Jr Crew Leaders must exhibit the behaviors that the crew members are to emulate. If a Jr Crew Leader is disruptive, they will be removed from the crew and assigned to help elsewhere. **Please note that during the Craft time, the Jr Crew Leader will be assisting the members of the crew. The Jr Crew Leader may or may not be able to make their own craft or service project, the station leader will let you know.**

General Information

- Please be in your assigned area of the Worship Center by 5:30 on Monday evening and no later than 5:45 Tuesday - Friday.
- Volunteer Parking is in the High Street side (front) parking lot.
- Meals for volunteers (and any family members who are attending VBS) will be available at 5:00 pm Monday - Friday.
- On Wednesday or Thursday, we will provide you with "Thank You" post cards for each of your crew members. We ask that you write a short personal note to each child and make sure each crew leader and jr. crew leader signs the post card. There will be a box at the Ranger Station (Registration) for collection. If you are missing post cards for any child, please let the Ranger Station know. They will stamp and mail these post cards.
- For safety reasons, please do not allow a child to leave your group until the parent or designated adult picks them up. If the parent is a volunteer, they may make other arrangements with you.
- Please do not take pictures of the members of your crew, unless the parent has specifically given you permission to do so.
- If you need to keep your phone with you, please be sure to keep it in your pocket.

Crew Bags, name tags and rosters

- The Crew Bag will be on a seat at the end of your row in the Worship Center. You will use this crew bag as you travel from station to station.
- In the bag: facility map, schedule, rosters, attendance forms, newsletter, volunteer name badges and the assigned children's name badges.
- Review the newsletter **each day** for important information
- Review the Roster for your crew. It will provide each assigned child's name, emergency contact and any **allergies** or other concerns if noted on the registration. New rosters will be provided on Tuesday and possibly Wednesday if there are many walk-ins.
- Put your name badge on right away. As each child arrives, give them their name tag. As a child is picked up, retrieve their name badge, place yours in the bag **AFTER** all children have been picked up.
- Leave the crew bag on a seat at the end of your row each evening.

Attendance

- As a parent / adult drops off a child, please check the child's name off on the attendance sheet as you give the child their name badge.
- Please coordinate duties with any Jr Crew Leader or Crew Helper
- Please notify the Ranger Station of any late arriving (after the attendance has been turned in) children in your crew.
- Be sure to check off or make a note of each Crew Leader, Jr. Crew Leader and other Crew Helper. Write the name if it is not listed.
- If a child comes to your crew but is not on your list and does not bring a name badge with them, please have a volunteer take the child and the parent / adult to the Ranger Station to register and get a name badge.
- If a new child appears with a name badge that shows your crew number, please write their name on the attendance sheet and on the roster. Please ask if there are any food allergies or other concerns that should be noted on the roster.
- Members of the Ranger Station team will be standing near the exits of Worship Center as you are dismissed to your first rotation to pick up your attendance form. If an attendance list is not turned in, members of the Ranger Station will track you down!

Crew Buddies

- We have done our best to accommodate buddy requests, although there may be specific reasons we cannot (e.g. large age differences or too many children in the same crew).
- If a parent brings a child to your crew from another one because they want to be with a friend, please make sure that they have checked in with the originally

assigned crew and picked up the name tag. Write the child's name on the roster and attendance list and make a note of the old crew so the record can be updated. You should also make a note on the child's name badge of the new crew to assist during large group times.

Schedule

- Four groups (Artic Fox, Brown Bears, Caribou Crew, Dashing Dogs) with eight crews in each group.
- Each group will follow their own schedule.
- Exit the doors by the fireplace for *Glacier Games*, enter the doors at the far back of the building and go up the back stairs for Craft, down the hallway for Bible and then down the front stairs and through the inside hallway to the Youth Center
- Please get your crew to each station in a timely manner.
- Verify all the children in your crew are accounted for before leaving a station.
- *Glacier Games* will be outside, weather permitting. If there is a weather issue, we will let you know what alternative location we will use.
- Snack time will be outside with *Glacier Games*. Please follow the *Glacier Games* leader's instructions. We make every effort to ensure the snack is nut free, but we know there are many food allergies and sensitivities that we may not have accommodated. The kitchen will have a list of pre-registered children with food allergies, but you may get "walk-in" children who won't be on their list. Alternative snacks will be available. Some children may bring their own snack, just make sure it has the child's name on it when the parent drops it off. You will give that to the child at snack time.
- Rest room breaks - snack is an ideal time to offer a restroom break for kids, but if a child needs to use the restroom at other times, please ensure that either the crew leader or jr crew leader walks the child to the restroom and waits outside. If there are multiple adults available, two can enter the restroom if it seems like the child is taking longer than expected.

Helpful Hints

- If a parent provides any special instructions about the child, it will be noted on the roster. However, you may notice that a child is struggling in a large group or loud setting such as music. Feel free to remove the child from the setting using a gentle touch on their arm or shoulder to guide them if necessary.
- The Take 5 room is an optional area to take a child for a few minutes but is not to be used as a reward or punishment. The room is staffed with volunteers who are able to provide assistance.
- More information on helping children with sensory needs is provided in a separate document.