

PART DAY ROLES

(welcome to stay all day and get involved in other activities too!)

Role	Description	Name
9am – 10am		
Registration	Sign children into COGS Club each morning. Ensure children who can't have their pictures taken are given a wristband and that group leaders have a list of the children in their group including any important information (allergies / medical conditions etc.)	
9am – 10.45am (Tuesday and Wednesday) 9am – 12pm (Thursday)		
Cooking Leader	Organise and lead a cooking activity. You will see each group once over the holiday club for a 45minute session between 10.50-11.35am. Join everyone for lunch.	Elaine King-Smith?
Cooking Helper	Report to cooking leader and assist the children with the activity. Join everyone for lunch.	
9am – 10.45am (Tuesday, Wednesday, and Thursday) ALSO 12pm – 1.30pm (Tuesday)		
Lego leader	Organise and lead a Lego story telling activity. After each session, the group will need to have produced a stop motion video using Lego to tell the next bit of the story. The videos will be shown to all the children in the all together sessions following each activity session. You will also need to create 2 videos yourself	Vicky and Alistair
Lego helper	Report to Lego leader and assist the children with the activity.	Zoe, Poppy
10.35am – 1.30pm (Tuesday and Wednesday only)		
Craft Leader	Organise and lead a craft. You will see each group once over the holiday club for a 45minute session between 9.45-10.30am.	Possibly Jane P (TBC)
Craft Helper	Report to craft leader and assist the children with the activity.	
9am-9.45am and 12pm-12.30pm (plus washing up when convenient!) (Tuesday, Wednesday, and Thursday)		
Refreshments	Arrange and serve refreshments to team and children. Team refreshments between 9-9.30am. Children's and team refreshments will need to be made available for their team leaders to take with them to activities (bottles of water and ready-made squash and cups). These need to be ready for 9.45am and 12.30pm and available during lunch between 12-12.30pm.	
1.20pm – 2.30pm		
Team Games Leader	Organise and run games on 2 afternoons. (the third afternoon will be a family picnic.) You will have two groups combined for each session lasting 45minutes. Games sessions will run each afternoon between 13.30-14.15. Join everyone for the all together ending session.	
Team Games helper	Assist the games leader with the activity.	

ALL DAY ROLES (9am – 2.30pm)

Role	Description	Name
Outside Craft Leader	Organise and lead an outside craft activity. You will see each group twice over the holiday club and run the activity from 9.45am-10.35am, 10.45am-11.35am and 12.30pm-1.20pm. (afternoon sessions are only on 2 days)	Howard?
Outside Craft Helper	Report to outside craft leader and assist the children with the activity.	
Team leader group 1	Assigned leader to one of three groups, moving around the activities with the children. You will need to be responsible for ensuring the wellbeing of all the children in your group. During circus skills and prayer space and bouncy castle sessions you will be leading the activity as there will be no assigned leader to these activities.	
Team Leader group 2	Assigned leader to one of three groups, moving around the activities with the children. You will need to be responsible for ensuring the wellbeing of all the children in your group. During circus skills and prayer space and bouncy castle sessions you will be leading the activity as there will be no assigned leader to these activities.	Jazz Wright (TBC)
Team Leader group 3	Assigned leader to one of three groups, moving around the activities with the children. You will need to be responsible for ensuring the wellbeing of all the children in your group. During circus skills and prayer space and bouncy castle sessions you will be leading the activity as there will be no assigned leader to these activities.	Hannah Hughes (TBC)
Team Leader group 4	Assigned leader to one of three groups, moving around the activities with the children. You will need to be responsible for ensuring the wellbeing of all the children in your group. During circus skills and prayer space and bouncy castle sessions you will be leading the activity as there will be no assigned leader to these activities.	David Duffin (TBC)
Team Helper group 1	Adult helper to one of three groups, moving around the activities with the children. You will need to be responsible for ensuring the wellbeing of all the children in your group.	Kayleigh Judd
Team Helper group 2	Assigned leader to one of three groups, moving around the activities with the children. You will need to be responsible for ensuring the wellbeing of all the children in your group.	
Team Helper group 3	Adult helper to one of three groups, moving around the activities with the children. You will need to be responsible for ensuring the wellbeing of all the children in your group.	
Team Helper group 4	Adult helper to one of three groups, moving around the activities with the children. You will need to be responsible for ensuring the wellbeing of all the children in your group.	
Band	Lead sung praise and worship during all together sessions. These will be at 9am, 10.30am, 11.35am and 2pm (2pm on the first 2 days only)	Kayleigh Judd (singing) Howard (guitar / lead)

		Matt?
Computer	Run the computer (Easy Worship during the songs / show the Lego videos and any other necessary media)	Robert P?
PA	Run the sound desk	

SET UP ROLES and MISCELLANEOUS

Role	Description	Name
Collecting Bottles	Collecting and cleaning enough bottles for refreshments.	Tricia Saltmarsh
Setting up Prayer Room	Setting up an interactive prayer room (see Prayer Spaces in Schools Resources for ideas)	Tim Littlewood
Decorations in the church	Providing decorations in the church.	Youth cell group?