

Millersville Community Parade Volunteer Job Descriptions

Positions (Total Number of Volunteers = approx. 115)

Cafeteria Control (t-shirts & radios) (2)	Lineup Assistant (2)
Car Sign Installers (2-3)	Millersville Parade Truck (5)
Cleanup (4)	Parade Committee Members & Chair
Command Center (1)	Parade Logistics Chair (1)
Division Leaders (10-15)	Parking Greeters @ main gate PMHS (3)
Division Leader Assistant (5)	Parking lot - float line-up (3)
Fecal Relocators (1)	Parking Staff (6)
Float Feeder (3)	Phanatic Host (1)
Flyer Distribution (day of Parade) (3-6)	Runners (1-3)
Flyer Distribution (week of Parade) (3-6)	Runner/Script (1)
Food Patrol (1)	Shuttle Parking Staff (2)
Grandstand (4)	Sign Carriers (2-8)
Judges (6)	Street People (24-26)

Descriptions (*these are to be used as a guide*)

Cafeteria Control: these volunteers will greet parade volunteers at Penn Manor HS cafeteria and distribute parade volunteer t-shirts and two-way radios; also, clean up general area prior to closing cafeteria (pack up all parade materials and deliver to command center (SMC)); these volunteers should have a two-way radio.

Car Sign Installers: these volunteers will hang signs on designated dignitary and sponsor vehicles at the Penn Manor High School lineup areas (list to be supplied by committee for signs to be hung); will most likely operate golf cart (must have valid driver's license).

Cleanup: volunteers will follow the "end of the parade" and cleanup debris (along route) with plastic bags supplied by parade committee; final destination S. George St. (MU-SMC)/S. James Street areas.

Command Center: this person will oversee direction from logistics chair and disperse information accordingly in a timely fashion (all the while editing the master script and/or notebook for announcers); all information will be dispersed to police, fire and street personnel, as appropriate; this individual will have a two-way radio and cell phone [must be over age 18]

Division Leaders: 2-3 per division (suggested), check in each parade entry and line-up accordingly (floats will be fed in); report to parade logistics chair with attendance; division leaders must walk with division throughout entire parade; Division leaders will carry a two-way radio for contact to logistics chair or command center (i.e., emergencies, breakdowns, no shows, etc.). Division leaders will also remind entrants "to NOT throw candy NOR sound sirens." [must be over age 18]

Division Leader Assistant: see division leader duties - assist where necessary as instructed by division leaders (optional position) [must be over age 18]

Fecal Relocators: guess what this job does and you win a bucket and a shovel! (*optional* due to parade policy)

Float Feeder: the primary responsibility is to move float entries into proper division order and will direct floats accordingly in a timely fashion!!; this person will have a two-way radio; once the parade commences, this volunteer will get direction from logistics chair to release float into proper division location (additional volunteers may be assigned) [must be over age 18]

Flyer Distribution (*day of parade*): these volunteers will precede the parade with flyers/parade program of entries in hand to all spectators along the route with a smile ☺ [to accompany Parade truck]; must walk entire parade route.

Flyer Distribution (*pre-parade, week of parade*): these volunteers will distribute flyers to borough residents, primarily along parade route and streets in area of route announcing the upcoming parade and detours.

Food Patrol: this aggressive individual will guard the danish/coffee with their lives (or else); food is for parade volunteers ONLY! Keep area neat in high school (including faculty dining room).

Grandstand: this individual will oversee the set-up and dismantling (post-parade) of the flat bed truck, decorations, sound, banner and accommodations for announcers, judges and command center (will include other volunteers to assist) @ Student Memorial Center (sidewalk in front of University Store on S. George St.)

Judges: all judges will report to Penn Manor HS pre-parade for last minute instructions; float judges remain at high school lot and judge floats; float judges have the option to present the official top award ribbons to floats, as they pass grandstand or may be presented prior to parade launch; marching/music judges will proceed to grandstand and assume their roles throughout the parade; all marching/music results will be tabulated at parade's end and will be announced within a half hour after parade's end; all monetary awards will be mailed, after the parade; all parade participant certificates will be mailed [must be over age 18]

Line-up Assistant: these volunteers will assist chairman and division leaders in making sure line-up is updated and accurate from pre-parade to grandstand area. Special emphasis will be during parade to be located @ intersection of S. George St. and Frederick St. to verify line-up to announcers. Will need a two-way radio [must be over age 18]

Millersville Parade Money Truck: these volunteers will lead the parade with a special truck and buckets to collect donations from spectators along the route for next year's parade; minimum of 4 walkers and one to ride on the truck (this person gathers all money from walkers & makes announcements with megaphone); must walk entire parade route.

Parade Logistics Chair: coordinate attendance of all entries that are missing in each division and report to command center (for purposes of script changes); will carry a two-way radio; assist in all matters of logistics of parade execution. [must be over age 18]

Parking Greeters: these volunteers will align themselves along the Penn Manor High School MAIN driveway entrance and direct all traffic to their respective areas and/or drop-off points; one two-way radio will be supplied for the greeting area; these volunteers report to Logistics Chair [must be over age 18]

Parking lot float line-up: assist float feeder to get all floats in line-up order @ Penn Manor High School [must be over age 18]

Parking Staff: these volunteers will be assigned throughout the Penn Manor High School parking lots and surrounding areas and will instruct vehicles to park, line-up or drop-off participants; also, to give instructions regarding detour and other areas of parking at parade end [must be over age 18]

Phanatic Host: this volunteer will escort the Philadelphia Phillies Phanatic mascot from high school dressing room to line-up position and escort throughout the parade. (See special regulations issued by Phillies/Phanatic) Escort will assist with crowd control where necessary; this is optional pending contract and availability annually. [must be over age 18]

Runners: these volunteers are "on call" for last minute jobs throughout parade day, including grandstand area to traffic light (to verify line-up to announcers).

Runner/Script: this volunteer will work with parade chairman and line-up assistants in making sure line-up is accurate and updates are given to parade announcers (at the grandstand); will carry a two-way radio.

Shuttle Parking Staff: volunteers will have two-way radio; primary responsibility to meet and greet parade participants (and guests) who will board the school bus shuttle service from MU's SMC rear parking lot to Penn Manor High School rear entrance. A minimum of 3 buses are on hand throughout 6:30am-12 Noon on parade day. Parking is open to all guests [must be over age 18]

Sign Carriers: at least two people are needed per division to carry respective signs; mandatory: parade lead-off banner; must walk entire parade route.

Street People: one to two per intersection, most will also carry a two-way radio; a barricade will be at each intersection supplied by the borough street department; each street person will oversee traffic at said intersection and allow emergency and special permission vehicles to pass; advise logistics chair or command center of "special situations" (i.e., road rage types) [must be over age 18]

*Volunteer time of service varies by job; most are needed 7 am-12 Noon.
There are several additional positions we have added over the past few years,
which may not be specifically listed in this document.*

Job descriptions are subject to change.

Attachment: Parade Day Itinerary

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