

DRAFT
NA=Not applicable

Millersville Community Parade Volunteer Positions
JOB DESCRIPTION INFO AND MORE

Subject to change.

Position	Number Needed	Training Team	Radio	Time to report on PARADE DAY	Description	Requirements	Notes
Balloon Handlers	25	NA	0	7:00 a.m.	Handlers must be at least 16 years of age and a minimum of 125 pounds. No exceptions. We will assign handlers to balloons once on site; handlers will not be allowed to choose which balloon they want to walk.	must be at least 16 years of age; must walk entire parade route	May need more handlers; depending on # of balloons and size of balloons booked; NO handlers NEEDED FOR 2013
Banner/Sign Carriers	10	NA	0	8:00 a.m.	At least two people are needed per division to carry respective signs; mandatory: parade lead-off banner.	must walk entire parade route	
Cafeteria/Volunteer Checkin	2	NA	2	6:00 a.m.	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)).		Food room to be secured for entire morning of parade
Car Sign Installers	3	NA	0	7:00 a.m.	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).		
Car Sign Installer/gator driver (am deliveries)	1	NA	1	7:00 a.m.	See Car Sign Installer + will drive gator (a vehicle larger than a golf cart)	must have valid driver's license	
Car Sign Installer Supervisor/gator driver	1	NA	1	7:00 a.m.	See Car Sign Installer + may drive gator (a vehicle larger than a golf cart)	must have valid driver's license	
Cleanup	4	NA	0	7:45 a.m.	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)/South James Street areas.	must walk entire parade route	
Command Center	1	NA	1	5:30 a.m.	This person will oversee direction from logistics chair (or parade chairman) and disperse information accordingly in a timely fashion (all the while editing the master script and/or notebook for announcers); all special information will be dispersed to police, fire and street personnel, as appropriate.	cell phone; must be over age 18.	Command Center (6-9am) at PMHS; will then move to Student Memorial Center-- University Store entrance area

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Division Leaders	10	1	5	6:15a.m.	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 and will walk entire parade route	2-3 per division (suggested)
Division Leader Assistant	10	1	5	6:15a.m.	See division leader duties – assist where necessary as instructed by division leaders. will stay in room or in hall to guard special entertainment clothing/valuables pre-parade and during parade, until their return at specific site	must be over age 18 and will walk entire parade route	optional position
Dressing Room Monitor	1	NA	0	7:00 a.m.	will stay in room or in hall to guard special entertainment clothing/valuables pre-parade and during parade, until their return at specific site	must be over 18	
Fecal Relocators	1	NA	0	7:30 a.m.	Guess what this job does and you win a bucket and a shovel! Gloves Required! Carry a large US Flag (30'x60') at waist level; must wear white gloves (provided by parade committee).	must walk entire parade route; unless otherwise specified with cart/vehicle	optional due to parade policy
Flag Holders (Large US FLAG)	30	NA	0	8:00 a.m.	Carry one flag, per US state, in holster. the primary responsibility is to move float entries into proper division order and will direct floats accordingly in a timely fashion!!; Once the parade commences, this volunteer will get direction from logistics chair to release float into proper division location. May ALSO include fire trucks.	must walk entire parade route	optional/pending budget annually
Flag Holders (state flags/other)	50	NA	0	8:00 a.m.	Carry one flag, per US state, in holster. the primary responsibility is to move float entries into proper division order and will direct floats accordingly in a timely fashion!!; Once the parade commences, this volunteer will get direction from logistics chair to release float into proper division location. May ALSO include fire trucks.	must walk entire parade route	
Float Feeder	3	1	3	6:15a.m.	the primary responsibility is to move float entries into proper division order and will direct floats accordingly in a timely fashion!!; Once the parade commences, this volunteer will get direction from logistics chair to release float into proper division location. May ALSO include fire trucks.	must be over age 18	additional volunteers may be assigned

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Flyer or Food Distribution (day of Parade)	10	NA	0	8:00 a.m.	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]; may also distribute food (i.e., licorice/candy, chips).	must walk entire parade route	
Flyer Distribution (pre-parade, week of parade)	5	NA	0	NA	These volunteers will distribute flyers to borough residents, primarily along parade route and streets in area of route announcing the upcoming parade and detours.		3-5 days before parade
Food Patrol	1	NA	1	6:15 a.m.	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).		In 2011, food and beverages will also be made available to parade participants by Penn Manor Boosters (outside or upper lobby).
Grandstand	4	NA	1	6:30 AM (report to station at 7:00 AM)	This individual will oversee the set-up and dismantling (post-parade) of the stage, 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.).		See layout diagram from chair
Inflatable Costume Volunteers	12	NA	2	7:00 a.m.	This individual will wear a special inflatable costume. Should be physically fit.	must be over age 18; must walk entire parade route	this is optional (pending contracts of costumes booked)
Inflatable Costume ESCORT	12	NA	2	7:00 a.m.	This individual will escort the inflatable mascot/costumed volunteers to assist with crowd control and assist costumed people, if needed	must walk entire parade route and be over age 18 and carry water bottles	this is optional (pending contracts of costumes booked)
Information Desk Staff	2	1	1	6:00 a.m.	Volunteer will oversee all questions pertaining to directions, set-up, etc. in cafeteria of high school.	Must be over 18.	

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Judges	6	NA	1	1 Float Judge @ 6:00 a.m.; 3 Float Judges @ 8:00 a.m.; 3 Marching Judges @ 8:30 a.m.	Float judges will report to Penn Manor HS pre-parade for last minute instructions; float judges will initially meet in high school cafeteria and then move to the Herr Ave location for parade float judging--during the parade. Float judges have the option to present the official top award ribbons to floats, as they pass the grandstand or may be mailed post-parade. 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. Marching judges can report to high school earlier or may opt to meet at grandstand at the specified time.	must be over age 18	
Line-up Assistants	2	NA	1	6:30 a.m.	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.	must be over age 18	
Marching Flag Timer	2	NA	1	8:00 a.m. (report to station @ 8:35 a.m.)	This volunteer will oversee the operation of the colored flag procedure for competing marching entities.		
Money Truck Volunteers	10	NA	0	7:30 a.m.	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). Position of these volunteers MAY move to another location.	must walk entire parade route	

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Parade Committee Members & Chair	*	NA	*	5:30 a.m.			
Parade Logistics Chair	1	NA	1	5:30 a.m.	Coordinate attendance of all entries that are missing in each division and report to command center (for purposes of script changes); assist in all matters of logistics of parade execution.	must be over age 18	
Parking Greeters	3	1	2	6:00 a.m. (report to station at 6:30)	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; minimum of 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	5	1	3	6:15 a.m.	assist float feeder to get all floats in line-up order @ Penn Manor High School These volunteers will be assigned		
Parking Staff	6	1	1	6:00 a.m.	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	1	NA	0	8:00 a.m.	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; must walk entire parade route	
Post Parade Detail	6	NA	0	Post Parade	load materials into parade truck; gather all signs, banners, 2-way radios, etc.	some lifting	

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Runners	2	NA	0	8:00 a.m. (report to station @ 8:35 a.m.)	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	1	NA	1	6:00 a.m.	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).		
Shuttle Parking Staff	2	1	2	6:00 a.m. (report to station at 6:15)	Volunteers' primary responsibility is to meet and greet parade participants (and guests) who will board the school bus shuttle service from MU's James Street lots to Penn Manor High School rear entrance. A minimum of 3 buses are on hand throughout 6:30am-12 Noon on parade day. Parking and shuttle is open to all guests.	must be over age 18	
Street People	30	2	11	7:00 a.m. (report to stations at 7:30 a.m.)	One to two per intersection; 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). Will distribute programs to spectators.	must be over age 18	
Traffic Assistants	3	1	0	6:15 a.m.	Assist with traffic coordination pre-parade at various locations.	must be over age 18	
USA Large Flag Carriers	30	NA	0	7:30 a.m.	Will carry one large US flag (30'x60'), most likely with gloves supplied by the parade committee.	must walk entire parade route	Not set yet for 2013
						Some duties may not be fully detailed.	
						Some volunteers MAY have double duty.	Assignments may change on Parade Day.
						Some jobs may NOT be each year.	
Parade Day Training Sessions							
#1 @ 6:15 a.m.				#2 @ 7 a.m.		All volunteers marked w/NA = no training	
Division Leaders & assistants				Street People			
Float Feeders							
Info Desk Staff							
Parking Greeters							
Parking Lot--float line-up							
Parking Staff							
Shuttle Parkign Staff							
Traffic Assistants							