

**Millersville Community Parade Volunteer Positions
JOB DESCRIPTIONS 2017**

Position	Time to report on PARADE DAY	Description	Requirements
Banner Carrier	8:00 a.m.	At least two people are needed to carry respective signs; mandatory	Must walk entire Parade Route; must wear Parade Volunteer T-Shirt that is clearly visible.
Cafeteria/Volunteer Check-in	6:00 a.m.	These volunteers will greet parade volunteers at Penn Manor HS cafeteria and distribute parade volunteer t-shirts and other applicable materials (as needed) ; also, clean up general area prior to closing cafeteria (pack up all parade materials in van), check command center for next assignment	Must wear parade T-Shirt
Clip Board Facilitator	6:00 a.m.	Must have master volunteer checklist	Must be 18 Years of Age; must wear Parade Volunteer T-Shirt
Car Sign Installer Supervisor/ Golf Cart driver	7:00 a.m.	See Car Sign Installer + may drive/operate a golf cart. Oversees distribution and placement of car signs throughout parade line-up. Will have assistance from car sign installers	Must have valid Driver's License; must wear Parade Volunteer T-Shirt
Car Sign Installers	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).	Must wear Parade Volunteer T-Shirt
Command Center	5:30 a.m.	This person will oversee direction 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; Must wear Parade Volunteer T-Shirt
Command Center Assistants	6:30 a.m.	These volunteers are the year round MU parade committee members who will assist the command center with overall parade operations. Duties include but are not limited to, 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.	Cell Phone; Must be over age 18; Must wear Parade Volunteer T-Shirt

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Division Leaders	6:00 a.m.	Check in each parade entry and line-up accordingly (floats and fire apparators will be fed in); report to parade chair with attendance; division leaders must walk with their division throughout entire parade; Division leaders will carry a two-way radio for contact to command center (i.e., emergencies, breakdowns, no shows, etc.). Division leaders will also remind entrants “to NOT throw candy NOR sound sirens.”	Cell Phone; Must be over age 18; and will walk entire parade route; must wear Parade Volunteer T-Shirt and special division vest
Division Leader Assistant	6:15a.m.	See division leader duties – assist where necessary as instructed by division leaders.	must be over age 18 and will walk entire parade route; must wear Parade Volunteer T-Shirt
Float Feeder–Leader	6:15a.m.	The primary responsibility is to move float entries and fire apparatus into proper division order and will direct floats accordingly in a timely fashion!! May also include horse units.	Must be over age 18; Must wear Parade Volunteer T-Shirt
Float Feeder Assistants	6:15 a.m.	Team works together lining up floats, firetrucks and horses in line-up order to the rear and side of PMHS (see map).	Must wear Parade Volunteer T-Shirt
Food Distribution (day of Parade)	8:00 a.m.	These volunteers will be positioned adjacent to the Money Truck and will distribute food to Parade Spectators (i.e., licorice/candy, chips) or special giveaway item.	Must walk entire Parade Route; Must wear Parade Volunteer T-Shirt
Flyer Distribution (pre-parade, week of parade)	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.	Must be able to walk long distances

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Inflatable Costume Volunteers	7:00 a.m.	This individual will wear a special inflatable costume.	must be over age 18; must walk entire parade route; should be physically fit. Suggested Attire: Please wear comfortable clothing to prevent overheating while in costume.
Inflatable Costume ESCORT	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 deliver waterbottles to Costume Volunteer; Must wear Parade Volunteer T-Shirt
Money Truck Volunteers	8:00 a.m.	These volunteers will be in Division B, with a special truck and buckets to collect donations from spectators along the route for next year's parade; minimum of 8 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 be at least 16 years of age; Must walk entire Parade Route; Must wear Parade Volunteer T-Shirt
Parade Committee Members	5:30 a.m.	Various duties include setting-up cafeteria; assist with logistics and/or questions from volunteers or entrants.	Must wear Parade Volunteer T-Shirt
Parking Greeters	5:45 a.m. to PMHS (must be prompt); report to assignment after training at approx. 6:00 a.m.	These volunteers will be assigned along the Penn Manor High School MAIN driveway entrance and direct all traffic to their respective areas and/or drop-off points within the confines of the High School; minimum of one two-way radio will be supplied for the greeting area. Note: potential exists for an additional assignment. Must keep the traffic log-jam to a minimum	Must be over age 18; Must wear Parade Volunteer T-Shirt
Parking Staff at PMHS	6:00 a.m.	These volunteers will be assigned throughout PMHS parking lots and surrounding areas to instruct vehicles for parking, line-up or drop-off of participants or volunteers.	Must be over age 18; Must wear Parade Volunteer T-Shirt

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Program Distribution by Golf Cart/Vehicle	8:15 a.m.	These volunteers will distribute Parade Programs to spectators along Parade Route	Must have valid Driver's License; Must be over age 18; Must wear Parade Volunteer T-Shirt
Runners	8:00 a.m. to PMHS; report to grandstand @ 8:35 a.m.	Assist between grandstand area and traffic light on George Street verifying the next several approaching entries. to announcers/script coordinator	Must wear Parade Volunteer T-Shirt
Shuttle Parking and Loading Staff-James St.	6:00 a.m. to PMHS; report to assignment at 6:15 a.m.	Will meet and greet those boarding the school bus shuttle service between MU's James Street lots and PMHS rear entrance. 2-3 buses provide shuttle service between 5:30 a.m. - 12 Noon on parade day. Responsible for collecting parade items (i.e., signs, banners, food, programs, flags, etc.).	Must be over age 18; Must wear Parade Volunteer T-Shirt
Street Crew	7:00 a.m. to PMHS; report to assignments at 7:30 a.m.	One to two volunteers per intersection (on each side of each street); a barricade will be at each intersection supplied; each street person will oversee traffic at their intersection; allow emergency and special permission vehicles to pass; advise command center of "special situations" (i.e., road rage). Distribute programs to spectators.	Must be over age 18; Must wear Parade Volunteer T-Shirt
		Some duties may not be fully detailed.	Assignments may change on Parade Day.
		Some volunteers MAY have double duty.	Some jobs may NOT be needed each year.