

**Millersville Community-University Parade Volunteer Positions
JOB DESCRIPTIONS**

Position	Arrival	Description	Requirements	Detailed Instruction
Banner Carrier	7:30 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.	Report to Penn Manor High School cafeteria Find your assigned partner and assigned banner Carry your banner to the appropriate division lineup At end of parade, go directly to the Gordinier loading dock to return banner to the van.
Car Sign Installer Supervisor/ Golf Cart driver	6:30 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 and vest	Go to area where car signs are located Reconcile car sign list with banners and car signs Work with volunteers for distribution and hanging of all car signs and banners After all signs are installed, go back to Penn Manor High School and make sure that ALL UNUSED signs/banners are gathered and placed in the van. After all signs are installed, be available at Grandstand if needed.
Car Sign Installers	6:30 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	Report to area of cafeteria where car signs are located Assist the car sign supervisor on inventory of signs, distribution and hanging of all car signs and banners Installers will use tape or magnets to hang car banners. After all signs/banners are distributed/installed, return to Penn Manor High school and ensure that ALL UNUSED signs and banners are placed back into van.

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Division Leaders	6:15 a.m.	Check in each parade entry and line-up accordingly (floats and fire apparatus 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.”	<p>Cell Phone; Must be over age 18; and will walk entire parade route; must wear Parade Volunteer T-Shirt and special division vest</p> <p>After completion of all assignments, return radios, clipboards, and any other Parade Supplies to the Moving Truck located outside the Student Memorial Center</p>	<p>Wear division vest with appropriate letter (A, B , C, D, E)</p> <p>Work with Parade Master List of Entries to place in Alphanumeric order. (Note: some entries WILL NOT be lined up in the Division Line Up Area; i.e., floats and firetrucks)</p> <p>These special entries will be fed into the line up as directed by the Float Feeder.</p> <p>Keep Entries in Division Order</p> <p>At 8:30 a.m. Report to Parade Command Center any missing entries.</p> <p>Walk with your division throughout the entire Parade.</p> <p>In ANY case of emergency or special situation, contact Command Center via radio (or 911 if needed)</p>
Division Leader Assistant	6:15 a.m.	See division leader duties – assist where necessary as instructed by division leaders.	<p>must be over age 16 and will walk entire parade route; must wear Parade Volunteer T-Shirt</p>	<p>Assist the division leaders</p> <p>Work with Parade Master List of Entries to place in Alphanumeric order. (Note: some entries WILL NOT be lined up in the Division Line Up Area; i.e. floats and firetrucks)</p> <p>These special entries will be fed into the line up as directed by the Float Feeder.</p> <p>Keep Entries in Division Order</p> <p>At 8:30 a.m. Report to Parade Command Center any missing entries.</p> <p>Walk with your division throughout the entire Parade.</p> <p>In ANY case of emergency or special situation, contact Command Center via radio (or 911 if needed)</p>

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Flag Carriers (Large US FLAG)	7:00 a.m.	Carry a large US Flag (30'x60') at waist level; must wear white gloves (provided by parade committee).	must walk entire parade route	<p>Receive White Gloves from Check-In Center</p> <p>Go to area of cafeteria marked US Flag</p> <p>Remove Flag from Container (MUST REMAIN FOLDED)</p> <p>Transport Folded Flag to Division Position.</p> <p>Put White Gloves on before unfolding Flag</p> <p>Unfold Flag</p> <p>At Gordinier Loading Dock area, meet with Official Flag Folding Volunteers to fold Flag (remain at location for possible assistance)</p> <p>Return White Gloves to Designated Glove Box located in Van.</p>
Firetruck Feeder	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	<p>Report to Float Area (See Parade Line-Up Map)</p> <p>Assist Float Feeder-Leader</p> <p>At assigned areas, line up special entries including, Floats, Firetrucks, Horse entries, etc. In division line-up order.</p> <p>Communicate with Command Center and Division Leaders if any Special Entries are missing.</p> <p>Working with the Division Leaders, feed in entries as per Parade Master Entry List.</p> <p>Report to float line-up area and assist in lining up entries per line-up order</p>

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Food Distribution (day of Parade)	7:30 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	Go to Money Truck Location Pick-Up Aprons, Food, and any other necessary materials Walk Entire Parade Route and Distribute Items to Spectators At End of Parade, take any leftover items and Aprons to Gordinier Loading Dock
Grandstand	7:00 am	This individual will oversee the set-up and dismantling (post-parade) of the stage, decorations, sound, banner and accommodations for announcers, (will include other volunteers to assist) @ Student Memorial Center.	Must wear Parade Volunteer T-Shirt	Report to Grandstand See diagram for setup of grandstand, including placement of chairs, tables, podium, stanchions, decorations, and plaques Any Audio Equipment will be handled by Tech Ops Distribute Participation Plaques to Respective Entities At the conclusion of the Parade, return any remaining plaques to Command Center. Help with the dismantling of tables and chairs.

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Inflatable Costume Volunteers	7:00 a.m.	This individual will wear a special inflatable costume.	must be over age 16; must walk entire parade route; should be physically fit. Suggested Attire: Please wear comfortable clothing to prevent overheating while in costume.	Go to area of Cafeteria marked "Inflatables" Please Review ALL inflatable costume instructions (including special instructions pertaining to batteries) Suit-up with inflatable costume (use restroom beforehand) Will walk entire Parade Route, accompanied by an Escort AND a pick-up truck At the conclusion of the parade, please return to loading dock to pack costumes back into their designated boxes (Escorts will help)
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 16 and deliver water bottles to Costume Volunteer; Must wear Parade Volunteer T-Shirt	Go to area of Cafeteria marked "Inflatables" Please Review ALL inflatable costume instructions (including special instructions pertaining to batteries) Assist with Suit-Up of Costumes. Will walk entire Route with Costume Volunteer and waterbottle for them Please keep small children/animals from knocking over/attacking the Costumed Volunteer Photos with Inflatables are acceptable At the end of Parade, assist with packing costumes at the loading dock.

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Money Truck Volunteers	7:30 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	Report to designated money truck training area in cafeteria and please remain there <u>until instructed further;</u> Volunteers must actively solicit donations from the spectators along the route. Please be positive, assertive and pleasant. This is a fundraising activity, you will walk the entire route <u>NEAR THE CURB</u> with a bucket to collect money from the spectators; At parade's conclusion, all collected monies are to be deposited into <u>ONE CENTRAL</u> collection bucket.
Parade Committee Members	5:45 a.m.	Various duties include setting-up cafeteria; assist with logistics and/or questions from volunteers or entrants.	Must wear Parade Volunteer T-Shirt	Be prepared for any assignment the day of the Parade.

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Parking Greeters	5:45 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 16; Must wear Parade Volunteer T-Shirt	Move onto designated parking greeter area and remain there until further instructed. Greeters will approach each vehicle and direct driver to their designated lineup area or drop-off. Contact Command Center with problems via two-way radio.
Parking Staff at PMHS (not done since 2021)	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 16; Must wear Parade Volunteer T-Shirt	Provide directional support to designated areas, street closings/detours and additional parking areas. Some vehicles will park temporarily at PMHS for drop-off and then are encouraged to move to other parking areas, i.e., parking lots at end of parade route. Tell vehicles, NOT IN PARADE LINEUP, to go to other parking areas (not at PMHS). Assignments will continue until approximately 9:30AM. One volunteer will stay at shuttle drop-off area at all times for directional assistance.

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Radio Distribution and Collection (getting combine with overall check in, still need a collector at the end)	5:30 a.m.	This person will oversee the distribution of radios before the Parade Starts, as well as the collection of all radios during and after the Parade.	Must be at least 16 years of age; Must wear Parade Volunteer T-Shirt;	Distribute and sign-out radios to Volunteers at High School. Give BRIEF training on how to operate a radio. After all radios are distributed, pack ALL cases into van and proceed to Grandstand. Set-up cases to collect and check-off radios from Volunteers. Inventory and follow-up with any missing radios assigned to Volunteers. Once all radios are received, pack in cases and load into van.
Runners	8:00 a.m. to PMHS; go to grandstand 8:35 a.m.	Assist between grandstand area and traffic light on George Street verifying the next several approaching entries.	Must wear Parade Volunteer T-Shirt	Runners will work with script coordinator at the grandstand to verify the next several approaching entries.
Shuttle Parking and Loading Staff-James St.	6:00 a.m. to PMHS; report to location 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.	Must be over age 16; Must wear Parade Volunteer T-Shirt	Pre-Parade: Greeters will assist guests boarding busses and provide directional support. During Parade: Will collect all car signs, banners, candy, money buckets, programs, inflatables and the large US flag at end of Parade Route. Load items into van.

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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 and firetruck will be at each intersection; 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 16; Must wear Parade Volunteer T-Shirt	Go to street crew training area. Pick up Programs at High School Cafeteria. Report to street location assignment. Distribute Programs PRE–PARADE in immediate area. Assist with moving barricade, as needed. The Millersville Borough Street Department will do barricade placement and removal.
SPECIAL NOTES	Some changes may be made, due to what volunteers we have available on the day of	Some duties may not be fully detailed.	Assignments may change on Parade Day.	