



# VOLUNTEERS WANTED!

**THE HOLIDAY PARADE WILL TAKE PLACE ON SATURDAY, DECEMBER 9, 2023, AT 10AM!**

**Mandatory Meeting: Thursday, November 30th at 6:00pm - Crown Valley Community Center**

## **VOLUNTEER JOB DESCRIPTIONS**

**Staging Area** - Assist with getting entries to their assigned areas, ensuring that entries have their entry number and are ready to step-off. Keeping entries moving down the staging area in order to proceed to step-off and finally down the parade route.

**Pacers** - Help to maintain the constant flow of the parade by monitoring the pace of entries. Assigned to specific entries and walk alongside those entries down the parade route and to stop, slow, or continue moving along the route to keep pace.

**End of Route** - Direct entries off the route and to the exit at the end of the parade. Assist walkers, equestrians, floats, marching bands, youth organizations, and automobile groups to their proper area/exit after they have completed the parade.

**Announcer Spotters** – View/watch the parade from the announcer's booth and assist announcers with updates to the script due to any last-minute changes to the parade line-up.

**Program Distribution/ Information Booths** - Distribute programs to spectators along the parade route prior to the start of the parade. Then assists Information Booth staff leads by helping spectators with basic information, as well as handing out maps, flyers, giveaways, and any other informational materials.

**Volunteer Check-In** - Assist with the check-in of volunteers, which includes the collection/review of the volunteer's waiver/information, dispersal of parade t-shirts, ribbons, and any pertinent information, as well as directing the volunteers to their designated positions.

**Entry Check-In** – Work with staging area leads to assist with checking in entries, providing entry numbers, directing entrants to their designated locations within the staging area, and distributing any pertinent information to the entry.

**Questions?? Email Recreation Supervisor, Jeff Kirby at [jkirby@cityoflagunaniguel.org](mailto:jkirby@cityoflagunaniguel.org) or call (949) 425-5107**