Blackberry Jam Festival
Volunteer Position Description

Position name: Parade coordinator

Summary

The parade coordinator is responsible for the line-up and execution of the parade.

Responsibilities

- Prepares the parade sign-up for interested individuals to complete and turn in.
- Receives completed parade sign-up forms and communicates details with individuals who have signed up to be in the parade.
- Completes a special event permit and turns in to the City Administrator.
- Schedules parade traffic control training with the fire department.
- Recruits a minimum of 12 volunteer flaggers to attend traffic control training and to assist with traffic control during the day of the parade.
- Organizes the parade line-up during the day of the parade. This includes ensuring that each parade participant is in the correct location and order.
- Submits a list of the parade line-up to the stage announcer at least 30 minutes prior to the start of the parade.

Knowledge, skills, and abilities

- Must have a personal computer and word processing software to create and update parade registration form and to communicate via email with individuals interested in participating in the parade.
- Ability to use a personal computer for word processing and email communication.
- Ability to attend all regularly scheduled committee meetings.

Deadlines

- By June 14: The special event permit must be turned in to the City Administrator.
- By July 14: All parade sign-up forms must be received. Any forms received after this date will not be accepted
- By July 21: Traffic control training with all flaggers at the fire station must be completed. A minimum of 12 flaggers must be recruited by this time.
- 90 minutes before parade: Arrive at parade staging site to direct volunteer flaggers to the appropriate intersections for traffic control. Start directing parade participants to their assigned spots.
- 30 minutes before parade: Turn in final parade list to the stage announcer.