

**CLARKDALE'S**  
**OLD FASHIONED 4<sup>TH</sup> OF JULY EVENT**  
**VOLUNTEER OPPORTUNITIES**

**ALL VOLUNTEERS WITH THE EXCEPTION OF THOSE \*POSITIONS STARTING @ 5:30AM ARE TO CHECK-IN @ THE INFORMATION/COMMUNICATION TABLE 15 MINUTES PRIOR TO SHIFT START TIME**

**\*SET-UP/BREAK DOWN AND CREW DUTIES (5:30 AM-12:00 PM) - 12 VOLUNTEERS NEEDED**

This includes set-up and break down of chairs and tables for pancake breakfast, monitoring of bathroom and replenishing of supplies, emptying trash receptacles, and break down of tents and loading of items.

**\*ASSISTANT TO THE OPERATIONS MANAGER (5:30 AM-12:00 PM) - 1 VOLUNTEER NEEDED**

This includes assisting with unloading items, set-up of Information/Communication Table, hanging and take down of bunting on gazebo, liaison to the school for pick-up/drop off of games, parade floater, and assisting operations manager throughout the event where needed.

**\*PANCAKE BREAKFAST DUTY (5:30 AM-9:30 AM) - 4-5 VOLUNTEERS NEEDED**

This includes placing table cloths on tables, and assisting Fire & Police Depts. with set-up and operations of pancake breakfast.

**\*VENDOR LIASON (5:30 AM - 7:30 AM) - 2 VOLUNTEERS NEEDED**

This position will assist and direct the vendors and ensure that each vendor is in the correct assigned space(s). This position will also be responsible to check that each vendor has an issued permit and is abiding by outlined rules.

**INFORMATION/COMMUNICATION TABLE (CHECK-IN TIME: 5:45 AM / SHIFT: 6:00 AM - 12:00 PM) – 3-4 VOLUNTEERS NEEDED**

This position will be responsible for set-up and break-down of the table and:

Information: There will be maps of the layout of the park, a schedule of events, parade information and other information as needed to share with attendees. Assist attendees with any questions that they may have.

Communication: All employees/volunteers will be instructed to go to the communication table if they need to contact the Coordinator. A radio will be set up at the table. Assist employees/volunteers with contacting the appropriate person(s).

Volunteer Check-in/Check-Out: Volunteers will be instructed to check-in/sign-in at the table. In addition, this position will issue pancake breakfast coupons to volunteers.

**GAZEBO ACTIVITY COORDINATOR/SOUND SYSTEM (CHECK-IN TIME: 5:45 AM / SHIFT: 6:00 AM - 12:00 PM) - 1-2 VOLUNTEERS NEEDED**

This is located at the gazebo. This position will ensure that all activities at the gazebo stay on schedule and will assist the scheduled performers with meeting the schedule. Manage sound throughout the event - control sound when announcements need to be made, etc. Assist with set-up and break-down of equipment, tables, chairs.

**WATER STATIONS - 5 VOLUNTEERS NEEDED**

These volunteers are responsible for providing water to attendees. Each station has specific duties as outlined below:

- **PARK (CHECK-IN TIME: 6:45AM / SHIFT: 7:00 AM - 12:00 PM) - 2 VOLUNTEERS:** The Park water station will be located next to the Information/Communication Table under the large tree in front of the gazebo. There will be ice chests with bags of ice to re-fill water jugs as needed. Responsible to check amount of water at water station throughout the day and re-fill jugs when needed. There will also be water jugs

located at the first aid station. There will be other individuals checking these water jugs throughout the day but they will be instructed to take the water jugs to your station for you to re-fill. Please assist them with re-filling their water jugs. At closing will be responsible to pack-up items and assist with hauling items to load trucks/trailers.

- **CLARKDALE-JEROME SCHOOL (CHECK-IN TIME: 7:30 AM / SHIFT: 7:45-9:00 AM) - 1 VOLUNTEER:** located at the corner of 16<sup>th</sup> and Main Street. Responsible for set-up and break down of station, preparing cups of water and having them readily available for parade participants and parents to drink while waiting for the parade to begin. Re-fill cups as needed. At 9 a.m. will make sure all trash has been collected and will pack up the cups and jug and fold up table and chair to prepare for pick-up.
- **PARADE ROUTE (CHECK-IN TIME: 8:45 AM / SHIFT: 9:00 AM - 10:00 AM) - 2 VOLUNTEERS:** located next to Town Hall/Finance Building. Responsible for set-up and break down of station, preparing cups of water and having them readily available on the table for parade participants to drink as they pass Town Hall. **PLEASE PREPARE A LOT OF CUPS SO THAT THEY ARE READY TO HANDOUT AS THE PARTICIPANTS WALK BY.** Re-fill cups as needed. After the parade passes, will make sure all trash has been collected and will pack up the cups and jug and fold up table and chairs to prepare for pick-up.

#### **CHILDREN'S PARADE – TOTAL OF 15 VOLUNTEERS**

- **COORDINATOR (CHECK-IN TIME: 7:30AM / SHIFT: 7:45 AM - 9:30 AM) - 1 VOLUNTEER** - The coordinator will oversee the operations of the parade. This includes ensuring that parade rules are followed and being available to assist parade volunteers and participants when needing direction. This position is the liaison to the parade judges and is responsible for assisting the judges when needed and gathering the judges' results. The coordinator is responsible for delivering the **LIST OF WINNERS** to the Information/Communication table at the park located under the large tree in front of the gazebo.
- **REGISTRATION TABLE (CHECK-IN TIME: 7:30 AM / SHIFT: 7:45 AM - 10:00 AM) - 4 VOLUNTEERS** - These volunteers will assist in set-up of the registration table, as well as manage the registration table. This includes registering/signing-up participants, ensuring all information is completed and correct, ensuring waiver is signed by parent/guardian, and issuing parade numbers. After parade begins, these volunteers will pack-up items into the bin, fold table and chairs and prepare for pick-up. One of the registration table volunteers will be assigned the responsibility of delivering the parade bin to the Information/Communication table at the park located under the large tree in front of the gazebo.
- **FLOATERS (CHECK-IN TIME: 7:30AM / SHIFT: 7:45 AM - 9:00 AM) - 2 VOLUNTEERS** - The Floaters are responsible to have the children line-up in sequential order and cue them when to start following the fire engine/police escort at the start of the parade. They will control the flow of the parade; telling participants when to go from start line until the last participant leaves. They will be available to lend a hand in whatever area is needed at the school in preparation of the parade.
- **END OF PARADE VOLUNTEERS (CHECK-IN TIME: 9:00AM / SHIFT: 9:15 AM - 10:00 AM) - 8 VOLUNTEERS** - These volunteers will be stationed at 9<sup>th</sup> Street & Main. Volunteers will either: Hand out participant certificates to all of the kids in the parade OR Collect parade numbers from each of the parade participants as they walk by. The certificates and bins for entry numbers will be issued at check-in at the Information/Communication Table.

***IF YOU WOULD LIKE TO VOLUNTEER, PLEASE COMPLETE A SPECIAL EVENT VOLUNTEER APPLICATION LOCATED ONLINE OR IN THE LIBRARY AND TURN IT IN AT THE LIBRARY CIRCULATION DESK. THANK YOU!***