



Hometown Holiday Celebration

VOLUNTEER DUTIES

Saturday, December 2, 2017

FORMATION ASSISTANT - Assistants ensure the parade entrants are in the correct march order and are in line in time for step-off.

*Reports to: Julie Parkinson
Shift: 2:30 pm – 7:00 pm*

*Location: Amador Valley High School parking lot @ 1155 Santa Rita Rd.
Volunteers needed: 14*

PARADE CHECK-IN ASSISTANT - Assistants are responsible for operating the check-in desk for all parade participants, volunteers and staff.

*Reports to: Julie Parkinson
Shift: 2:00 pm – 6:30 pm*

*Location: Amador Valley High School parking lot @ 1155 Santa Rita Rd.
Volunteers needed: 2*

VOLUNTEER CHECK-IN ASSISTANT - Assistants are responsible for operating the check-in desk for all volunteers and staff.

*Reports to: Amy Jones
Shift: 1:00 pm – 4:00 pm
Shift: 4:00 pm – 9:00 pm*

*Location: Veterans Memorial Building @ 301 Main St.
Volunteers needed: 2
Volunteers needed: 2*

STAGE DECORATOR - Helpers festively decorate the announcing stages along the parade route with materials provided.

*Reports to: Brian Dutchover
Shift: 1:00 pm – 4:00 pm*

*Location: Veterans Memorial Building @ 301 Main St.
Volunteers needed: 3*

STAGE ATTENDANT - Attendants monitor their assigned stage to ensure the safety of the equipment and materials. They prohibit unauthorized access to the stage. They may assist stage decorators as needed.

*Reports to: Brian Dutchover
Shift: 1:00 pm – 4:00 pm*

*Location: Veterans Memorial Building @ 301 Main St.
Volunteers needed: 3*

SET UP GARBAGE BINS - Assistants place portable cardboard garbage bins in designated locations along the parade route. Map provided.

*Reports to: Brian Dutchover
Shift: 2:30 pm – 5:00 pm*

*Location: Veterans Memorial Building @ 301 Main St.
Volunteers needed: 7*

PARADE MARSHAL - Marshals are assigned a designated street block along the parade route. They are responsible for gently enforcing parade rules such as keeping spectators clear of the parade route. They must also make sure the parade entrants continue forward movement down Main Street. **Parade Marshals must be at least 18 years old.**

*Reports to: Amy Jones
Shift: 3:30 pm – 7:30 pm*

*Location: Veterans Memorial Building @ 301 Main St.
Volunteers needed: 14*

GARBAGE BIN TEARDOWN - At the conclusion of the parade, the clean-up crew is responsible for breaking down temporary trash boxes along the parade route and disband area, collecting trash and debris along the parade route and disband area, putting trash bags next to city trash receptacles, and assisting with the clean-up of the parade formation area at Amador Valley High School. Gloves and equipment are provided.

*Reports to: Brian Dutchover
Shift: 5:30 pm – 8:00 pm*

*Location: Veterans Memorial Building @ 301 Main St.
Volunteers needed: 7*

PARADE ANNOUNCERS* - From their assigned stage, announcers read the corresponding script for the parade entrant as it passes the announcer's stage. *Audition required.

*Reports to: Amy Jones
Shift: 3:30 pm – 7:00 pm*

*Location: Veterans Memorial Building @ 301 Main St.
Volunteers needed: 9-12*

HOMETOWN HOLIDAY HOTLINE: 925-931-5352