

Millersville Parade Volunteers

Positions (Total Number of Volunteers = 76-96)

Division Leaders (10-15)	Parade Logistics Chair (1)
Street People (intersections) (24-26)	Cleanup (follow end of parade) (4)
Food Patrol (1)	Cafeteria Control (t-shirts & radios) (2)
Parking Greeters @ maingate PMHS (3)	Parking Staff (6)
Judges Stand (4)	Judges (6)
Float Feeder (3)	Command Control (1)
Prizes/Certificates (1)	Car Sign Installer (2-3)
Runners (1)	Fecal Relocators (1)
Flyer Distribution (day of Parade) (3-6)	Flyer Distribution (week of Parade) (3-6)
Sign Carriers (2-8)	Millersville Parade Truck (5)
Parade Committee Members & Chair	

Descriptions (*these are to be used as a guide*)

Division Leaders: 2-3 per division (suggested), check in each parade entry and line-up accordingly; report to parade logistics chair attendance; division leaders must walk with division throughout entire parade; Division leaders will carry a radio for contact to logistics chair or command center (i.e., emergencies, breakdowns, no shows, etc.). Division leaders will also remind entrants "to NOT throw candy NOR sound sirens."

Parade Logistics Chair: coordinate attendance of all entries that are missing in each division and report to command center (for purposes of script changes); will carry a radio

Street People: one to two per intersection who will also carry a radio; a barricade will be at each intersection supplied by the borough street department; each street person will oversee traffic at said intersection and allow emergency and special permission vehicles to pass; advise logistics chair or command center of "special situations" (i.e., road rage types)

Cleanup: volunteers will follow the "end of the parade" and cleanup debris with plastic bags supplied by parade committee

Food Patrol: this aggressive individual will guard the danish/coffee with their lives (or else); food is for volunteers and committee ONLY! This person will have a radio for emergency situations; keep area neat

Cafeteria Patrol: this person will greet volunteers at Penn Manor HS cafeteria and distribute parade volunteer t-shirts and radios; also, clean up general area prior to closing cafeteria

Parking Greeters: these volunteers will align themselves along the Penn Manor High School MAIN entrance and direct all traffic to their respective areas and/or drop-off points; one radio will be supplied for the greeting area; these volunteers report to Logistics Chair

Parking Staff: these volunteers will be assigned throughout the Penn Manor High School parking lots and streets and will instruct vehicles to park, line-up or drop-off participants; also, to give instructions regarding detour and other areas of parking at parade end

Judges Stand: this individual will oversee the setting up and dismantling of the truck, decorations, sound, banner and accommodations for announcers, judges and command center (will include others volunteers to assist)

Judges: all judges will report to Penn Manor HS pre-parade for last minute instructions; float judges remain at high school lot and judge floats; float judges have the option to present the official top award ribbons to floats, as they pass judges' stand or may be presented prior to parade launch; marching/music judges will proceed to judges' stand and assume their roles throughout the parade; all marching/music results will be tabulated at parade's end and will be announced within a half hour after parade's end; all monetary awards will be mailed, after the parade; also all parade participant certificates will be mailed

Float Feeder: the primary responsibility is to move float entries into proper division order and will direct floats accordingly in a timely fashion!!; this person will have a radio; once the parade commences, this volunteer will get direction from logistics chair to release float into proper division location (additional volunteers may be assigned)

Command Control: this person will oversee commands from logistics chair and disperse information accordingly in a timely fashion (all the while editing the master script and/or notebook for announcers); all information will be dispersed to police, fire and street personnel, as appropriate; this individual will have a radio and cell phone

Prizes/Certificates: these individuals will distribute certificates to each parade entry and will award prizes where appropriate (i.e., checks); all prize winners must sign for checks; thank all parade entrants [*NOTE: as of 2002, this was discontinued; all prizes & certificates mailed*]

Car Sign Installers: these persons will hang signs on designated dignitary and sponsor vehicles at the Penn Manor High School areas (list to be supplied by committee for signs to be hung)

Runners: these volunteers are "on call" for last minute jobs

Fecal Relocators: guess what this job does and you win a bucket and a shovel!

Flyer Distribution (*day of parade*): these volunteers will precede the parade with flyers in hand to all spectators along the route with a smile ([**to accompany Parade truck**]

Flyer Distribution (*pre-parade, week of parade*): these volunteers will distribute flyers to borough residents, primarily along parade route and streets in area of route announcing the upcoming parade and detours

Sign Carriers: at least two people are needed per division to carry respective signs

Millersville Parade Truck: these volunteers will lead the parade with a special truck and buckets to collect donations from spectators along the route for next year's parade; 4 walkers and one to ride on the truck (this person gathers all money from walkers & makes announcements on blowhorn/megaphone)

*There are several additional positions we have added over the years,
which may not be specifically listed in this document.*

Job descriptions are subject to change.