



# Christmas Parade

## Volunteer Job Descriptions

- 1. Parade Captains** - Requires walking the entire parade route of 2.2 miles and overseeing a division of approximately 8-10 participating units marching in the parade down Broad Street. Our goal is to have 2-3 parade marshals assigned to each parade captain. Volunteers must wear warm clothes be a minimum of 21 years old due to the need to be able to confront situations which may require the involvement of a mature adult. Reporting time is approximately 6:00 a.m. and lasts until approximately 1:30 p.m. depending on place in line-up. We could use as many as 10 individuals in this role. All Parade Captains are invited to a special luncheon after the parade and receive a special volunteer Dominion Energy Christmas Parade sweatshirt. (Shift – 6:00 am to 1:30 pm. Your shift could end sooner if assigned to units closer to the front of the parade.)
- 2. Parade Division Marshals** - Again, requires walking the entire parade route of 2.2 miles and overseeing a division of participating units marching in the parade down Broad Street. Volunteers must wear warm clothes and be a minimum of 18 years old due to the need to be able to confront situations which may require the involvement of a mature adult. Reporting time is approximately 7:00 am and responsibilities last until approximately 1:30 p.m. depending on your division's place in parade line-up. We could use as many as 20- 25 individuals. All Parade Marshalls receive a special Dominion Energy Christmas Parade Sweatshirt. (Shift – 7:00 am to 1:30 pm. Your shift could end sooner if assigned to units closer to the front of the parade.)
- 3. Parade Day Logistics Coordinators** - This volunteer opportunity requires you to work directly with the parade organizers in the parade staging and disband areas, located around the Science Museum and Bon Secours Training Center and on 7th Street across from the Richmond Coliseum. Your responsibilities may include working with the police in traffic control, working with volunteers and participants in providing directions on where to report in the line-up, spectator crowd control, hospitality and security for the VIP area, or working beside a

parade organizer to line-up the event. Volunteers must wear warm clothes, be a minimum of 21 years old due to the need to be able to confront situations which may require the involvement of a mature and a level-headed adult. Reporting time is approximately 8:00 a.m. and consists of 3-5 hours shifts depending on the specific role assignment We could use as many as 30-35 individuals in this roles. (Shift 8:00 am – 12:00 pm)

4. **Helium Balloon Handlers** - Requires walking the entire parade route of 2.2 miles and handling the rope of one of the large helium balloons which will be pulled along the parade route. Volunteers must wear warm clothes and gloves and be a minimum of 18 years old. Reporting time is approximately 8:00 a.m and responsibilities could last until approximately 2:00 p.m. depending on the large helium balloon's place in parade line-up. We could use as many as 10-15 volunteers. All Helium Balloon Handlers receive a special Dominion Energy Christmas Parade Sweatshirt. (Shift – 8:00 am to 2:00 pm)
  
5. **Children's Event** - The Christmas Parade Children's Event is a special community outreach program, which brings approximately 100 under-served children and their guardians to view the parade as our special VIP guests. Children receive breakfast and a gift bag and have the opportunity to meet princesses, superheroes, and other special guests. We work with organizations such as Camp Hope, Big Brother / Big Sisters, and the YMCA. Volunteers will assist with our children's group(s) during the parade, distributing breakfast and gift bags and helping chaperones supervise the children. Reporting time is approximately 8:30 am and lasts until approximately 12:00 pm. This opportunity does not require someone to walk the parade route but does require someone who likes to work with children and is preferably over the age of 13. We could use 5-10 volunteers in this role. (Shift 8:30 am – 12:00 pm)

**All volunteers must be over the age of 18  
(except those volunteering with the Children's Event).**

**THE PARADE GOES ON RAIN OR SHINE!**

**Please contact [volunteers@richmondparade.org](mailto:volunteers@richmondparade.org) for more information. Thank you for your interest! Volunteering to help with the Dominion Energy Christmas Parade is a fun and rewarding experience!**

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