



# Christmas Parade

## Volunteer Job Descriptions

- 1. Parade Captains** - Requires walking the entire parade route of over 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 last 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 over 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. "Day of" 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 Redskins Facility and on 7<sup>th</sup> 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)

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### Richmond Parade, Inc.

5306 Caledonia Road, Richmond, VA 23225 | (804) 788-6470 | Fax (804) 788-6477  
[www.richmondparade.org](http://www.richmondparade.org) | [Info@richmondparade.org](mailto:Info@richmondparade.org)

4. **Helium Balloon Handlers** - Requires walking the entire parade route of over 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. **Special Children's Luncheon** - The Christmas Parade Children's Luncheon is a special community outreach program, which involves nearly 200 inner-city children and their guardians to view the parade and attend a special luncheon at the Science Museum after the parade. We work with organizations such as Big Brother/Big Sisters, The William Byrd Community House, and the I Have A Dream Foundation (to name a few) to provide us with children, who would otherwise not have the opportunity to both attend the parade and the Science Museum Luncheon. Following the parade, the children attend a special luncheon at the Science Museum to meet the Grand Marshal in the parade, who in 2008 was Leland Melvin, an Afro-American NASA astronaut. Astronaut Leland Melvin, an excellent role model, encouraged the children to "reach for their dreams, study hard, and aspire to do great things, like be an astronaut." Volunteers will assist with the children during the parade and for the luncheon inside the Science Museum after the parade. Reporting time is approximately 8:30 am and lasts until approximately 1:30 pm, if the volunteer wishes to be involved all day. This opportunity does not require someone to walk the parade route but does require someone who likes to work with children, prefer volunteer ages to be 12 or greater. We could use 15-20 volunteers. (Shift 8:30 am – 1:30 pm)

**In general, we do not want children under 18 years as volunteers (except with the Children's Luncheon).** Parade day is chaotic and the event is just too large to involve children as part of the organizing effort (plus there are safety concerns). Again, an exception to this may be providing assistance with the Special Children's Luncheon. Volunteers with their children (12 years or older preferred) may be of assistance here as chaperones, providing the children a safe and happy environment.

Volunteering to help with the Dominion Energy Christmas Parade is a fun experience, but it can be somewhat challenging if the weather is lousy. The parade goes on rain or shine!

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