

# Coronado Fourth of July Volunteer Job Descriptions

2023

## 1. Banner and Parade Route Set Up Team (5 POSITIONS)

**Job:** This volunteer job involves assisting with setting up the parade route on 1 July 23.

**When:** 1 July 2023 (Saturday) exact time forthcoming

**Where:** TBD

**Requirements:** Need to be mobile and have ability to use small tools like a screwdriver or hammer.

**Attire:** Coronado Fourth of July T-Shirt. Kathy Summers, Volunteer Chair, [kathysumm@aol.com](mailto:kathysumm@aol.com) will contact you on where to pick up your Volunteer t-shirt.

## 2. Fencing Set up on Golf Course (4 POSITIONS)

**Job:** This volunteer job involves assisting with setting up perimeter fencing on the golf course on 3 July (Monday).

**When:** 3 July 2023 exact time forthcoming

**Where:** TBD

**Requirements:** Need to be mobile and have ability to use small tools like a screwdriver or hammer.

**Attire:** Coronado Fourth of July T-Shirt. Kathy Summers, Volunteer Chair, [kathysumm@aol.com](mailto:kathysumm@aol.com) will contact you on where to pick up your Volunteer t-shirt.

## 3. Decorations and Hospitality Marker Team: (8 POSITIONS)

**Job:** This volunteer job involves assisting with decorating the VIP grandstands at 600 Blk of Orange across from the library and at Churchill (near Yummy Sushi) on the 4<sup>th</sup> of July prior to the start of the parade.

**When:** 4 July 2023 from 0730-0900

**Where:** There are two Grandstand stations (a) 600 blk of Orange Ave (across from library) and (b) Churchill Street near Yummy Sushi. You will be assigned to decorate one of the grandstands of the by the volunteer coordinator.

**Requirements:** Need to be mobile, creative and have ability to use tape and scissors. Supplies and decorations will be provided.

**Attire:** Coronado Fourth of July T-Shirt. You may pick up your volunteer T-shirt:

- 3 July 2023 from 1500-1800 pm at the Volunteer Booth Spreckels Center in front of library.
- 4 July 2023 from 0800-1000 at the Volunteer Booth 600 block Orange Ave across from the library.

4. **Volunteer Booth Manager: (3 POSITIONS)**

**Job:** This volunteer job involves staffing the Coronado Fourth of July Volunteer Booth, and answering questions about the parade and events of the day from 0800-1230. Assist with break-down of the booth at the end of the day. You will have a box of small flags and will provide them to the “Flag Distribution Volunteers” so they can pass them out to the parade visitors. The parade starts at 1<sup>st</sup> and D Street at 1000 and typically goes until 1200-1230.

**When:** 4 July 2023 from 0830-1230

**Where:** There are 3 Volunteers booths (a) 1<sup>st</sup> Street (b) 600 blk Orange and (c) Churchill. You will be preassigned a booth by the Volunteer Coordinator Kathy Summers prior to the 4<sup>th</sup> of July 2023.

**Requirements:** Ability to communicate and answer questions, ability to sit or stand for 4 hours

**Attire:** Coronado Fourth of July T-Shirt. You may pick up your volunteer T-shirt:

- 3 July 2023 from 1500-1800 pm at the Volunteer Booth Spreckels Center in front of library.
- 4 July 2023 from 0800-1000 at the Volunteer Booth 600 block Orange Ave across from the library.

5. **Grandstand Ushers: (6 POSITIONS)**

**Job:** This volunteer job involves escorting the VIP’s to their seats in the grandstands from 0830-1100 on 4<sup>th</sup> of July. Any open seats after 1000 will be opened to the general public.

**When:** 4 July 2023 from 0830-1100

**Where:** There are two VIP Grandstands, one at 600 blk of Orange across from the library and one at Churchill—you will be assigned to one of the grandstands by the Volunteer Chair Kathy Summers.

**Attire:** Coronado Fourth of July T-Shirt. You may pick up your volunteer T-shirt:

- 3 July 2023 from 1500-1800 pm at the Volunteer Booth Spreckels Center in front of library.
- 4 July 2023 from 0800-1000 at the Volunteer Booth 600 block Orange Ave across from the library.

6. **Equestrian Marshal (Horses): (8 POSITIONS---PRIORITY VOLUNTEER ROLE\*\*\*\*\*)**

**Job:** This volunteer job involves monitoring the blocks where the staged horses are located to ensure cars do not pass through the street and that bikes/pedestrians are respectful when in the street on that block. The job is to keep the horses safe and from being startled.

**When:** 4 July 2023; time 0730 am until 2 pm when horses depart

**Where:** Requires reporting to Dave Szymanski at 1<sup>st</sup> Street and D on 4 July at 0730. He will assign you to a block where the horses are staged.

**Requirements:** Requires ability to walk and stand for an extended period of time. Requires ability to communicate with the public. Recommend biking or car pooling as there is limited parking.

**Attire:** Coronado Fourth of July T-Shirt. You may pick up your volunteer T-shirt:

- 3 July 2023 from 1500-1800 pm at the Volunteer Booth Spreckels Center in front of library.

- 4 July 2023 from 0800-1000 at the Volunteer Booth 600 block Orange Ave across from the library.
- POC T-shirts Kathy Summers, Volunteer Chair, cell 904-504-3736.

**7. Parade Host: (8 POSITIONS----PRIORITY VOLUNTEER ROLE\*\*\*\*\*)**

**Job:** This volunteer job involves assisting with lining up parade entrants in order, ensuring they have their correct number and you will escort your assigned division to 1<sup>st</sup> and D Ave where they will enter the parade.

**When:** 4 July 2023 from 0730-1230

**Where:** You will report to Dave Szymanski at 0730 on 4 July at intersection of 1<sup>st</sup> Street and D Ave at 0730.

**Requirements:** Ability to walk, stand for extended period. Ability to communicate with small and large parade entry groups. Recommend biking or car pooling as there is limited parking.

**Attire:** Coronado Fourth of July T-Shirt. You may pick up your volunteer T-shirt:

- 3 July 2023 from 1500-1800 pm at the Volunteer Booth Spreckels Center in front of library.
- 4 July 2023 from 0800-1000 at the Volunteer Booth 600 block Orange Ave across from the library.

**8. Parade Flow Monitor: (8 POSITIONS---PRIORITY VOLUNTEER ROLE\*\*\*\*\*)**

**Job:** This volunteer job involves keeping the parade flowing and moving. In the past years there have been some gaps so the goal is to keep things moving along to avoid gaps.

**When:** 4 July 2023 from 0830-1230 (end of parade)

**Where:** You will report to Dave Szymanski at the intersection of 1<sup>st</sup> Street and D Ave at 0800 on 4 July 2023. He will assign you to a block at 3<sup>rd</sup>, 4<sup>th</sup>, 6<sup>th</sup>, 8<sup>th</sup> or 10<sup>th</sup> Ave and will inform you about the duties.

**Requirements:** Ability to walk, stand for extended period of time. Ability to communicate with Parade Leader, Dave Szymanski. Highly recommend riding bike report at 1<sup>st</sup> and D Ave as there is very limited parking.

**Attire:** Coronado Fourth of July T-Shirt. You may pick up your volunteer T-shirt:

- 3 July 2023 from 1500-1800 pm at the Volunteer Booth Spreckles Center in front of library.
- 4 July 2023 from 0800-1000 at the Volunteer Booth 600 block Orange Ave across from the library.
- POC T-shirts Kathy Summers, Volunteer Chair, cell 904-504-3736.
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**9. Parade Banner Carriers: (12 POSITIONS----PRIORITY VOLUNTEER ROLE\*\*\*\*\*)**

**Job:** This volunteer job involves carrying a banner down Orange Ave in front of one of the parade entrants. You will be partnered with another person.

**When:** 4 July 2023 from 0830-1230 (end of parade)

**Where:** You will report to Dave Szymanski at the intersection of 1<sup>st</sup> Street and D Ave at 0830 on 4 July 2023. He will provide you the banner and assign you to a group.

**Requirements:** Ability to walk an extended period 2 miles. Recommend wearing comfortable shoes. This is a great opportunity for visibility in the parade. Recommend biking or car pooling as there is limited parking.

**Attire:** Coronado Fourth of July T-Shirt. You may pick up your volunteer T-shirt:

- 3 July 2023 from 1500-1800 pm at the Volunteer Booth Spreckels Center in front of library.
- 4 July 2023 from 0800-1000 at the Volunteer Booth 600 block Orange Ave across from the library.
- POC T-shirts Kathy Summers, Volunteer Chair, cell 904-504-3736.

#### 10. **Parade Announcer Assistants:** (14 POSITIONS)

**Job:** There are 15 MC announcer stations located along the parade route on Orange Ave. You will be assigned to assist the Master of Ceremony announcers with passing out chalk, bubbles and small toys to the children. This involves helping to get the parade patrons involved with chalk art, dancing and involvement in the street prior to the start of the parade. During the parade you will assist your assigned MC as needed.

**When:** 4 July 2023 from 0830-1230 (end of parade)

**Where:** You will report to your assigned MC station at 0830 on the morning of the parade.

**Requirements:** Ability to walk, smile, and have fun

**Attire:** Coronado Fourth of July T-Shirt. You may pick up your volunteer T-shirt:

- 3 July 2023 from 1500-1800 pm at the Volunteer Booth Spreckels Center in front of library.
- 4 July 2023 from 0800-1000 at the Volunteer Booth 600 block Orange Ave across from the library.

#### 11. **Volunteer Photographers:** (8 POSITIONS)

**Job:** This volunteer job involves taking photos and video before, during and after the parade. Your photos will be used for media and articles relating to the parade festivities. You will be provided guidance on how to upload your photos to a shared site.

**When:** 4 July 2023 from 0830-1230 (end of parade)

**Where:** You will report to Gary Albert at the Volunteer Booth in the median at the 600 blk of Orange Ave on 4 July 2023 at 0830.

**Requirements:** Ability to walk, take photos and video. Special camera not required---may use personal phone/personal camera to capture pictures and video.

**Attire:** Coronado Fourth of July T-Shirt. You may pick up your volunteer T-shirt:

- 3 July 2023 from 1500-1800 pm at the Volunteer Booth Spreckels Center in front of library.
- 4 July 2023 from 0800-1000 at the Volunteer Booth 600 block Orange Ave across from the library.

**12. Small United States Flag Distribution Team: (5 POSITIONS)**

**Job:** This volunteer job involves passing out small US Flags to the parade patrons before and during the parade.

**When:** 4 July 2023 from 0830-1230

**Where:** There are 3 Volunteer Booths located in the median along Orange Ave (a) 1<sup>st</sup> St median near Nicky Rottens, (b) 600 blk of Orange (across from library) and (c) median near Churchill St. You will be assigned by Kathy Summers, Volunteer Chair to one of the booths where you will pick up the small flags for distribution. You will report to your assigned booth at 0830 on 4 July 2023.

**Requirements:** Ability to walk, pass out flags and interact with the public.

**Attire:** Coronado Fourth of July T-Shirt. You may pick up your volunteer T-shirt:

- 3 July 2023 from 1500-1800 pm at the Volunteer Booth Spreckels Center in front of library.
- 4 July 2023 from 0800-1000 at the Volunteer Booth 600 block Orange Ave across from the library.

**13. Fourth of July Concert Support on Golf Course: (5 POSITIONS)**

**Job:** This volunteer job involves assisting with the 4<sup>th</sup> of July Concert on the golf course, set up and assistance w pick up of trash after concert

**When:** 4 July 2023 from 3 pm-7 pm

**Where:** Meet at concert stage on golf course

**Requirements:** Ability to stand, walk and communicate with the concert attendees

**Attire:** Coronado Fourth of July T-Shirt. You may pick up your volunteer T-shirt:

- 3 July 2023 from 1500-1800 pm at the Volunteer Booth Spreckels Center in front of library.
- 4 July 2023 from 0800-1000 at the Volunteer Booth 600 block Orange Ave across from the library.