

## 2025 Coronado Fourth of July Volunteer Job Descriptions

- 1. Banner and Parade Route Set Up Team:** 16 volunteers  
**Job:** This volunteer job involves assisting with setting up the parade route on 2 July 25.  
**When:** 2 July 25 (Wednesday---confirm date and time w Matt Immell)  
**Where:** Meet Spreckels Park Gazebo 600 blk Orange Ave across from library;  
POC Matt Immel (920)-979-1353  
**Requirements:** Need to be mobile and have ability to use small tools like a screwdriver or hammer.  
**Attire:** Coronado Fourth of July T-Shirt and Security Vest (T-Shirt and Vest provided by Matt Immel and Brad Morris)
- 2. Decorations and Hospitality Marker Team:** 8 volunteers  
**Job:** This volunteer job involves assisting with decorating the VIP grandstands at (1) 600 Blk of Orange across from the library and (2) Churchill (near Yummy Sushi) on the 4<sup>th</sup> of July prior to the start of the parade.  
**When:** 4 July 2025 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. You will report to your assigned grandstand and will find a box with decorations. Open box and decorate the grandstands. Place un-used supplies into the box.  
**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 on 3 July 2025 from 3-6 pm at the Volunteer Booth Coronado Spreckels Center in front of library. 2<sup>nd</sup> option for picking up yellow volunteer t-shirt is on 4 July 25 at 0800 at the volunteer booth 600 block of Orange Ave across from the Coronado library.
- 3. Volunteer Booth Manager:** 6 volunteers  
**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. The parade starts at 1<sup>st</sup> and D Street at 1000 and typically goes until 1200-1230.  
**When:** 4 July 2025 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 prior to the 4<sup>th</sup> of July 2025.  
**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 on 3 July 2025 from 3-6 pm at the Volunteer Booth Coronado Spreckels Center in front of library. 2<sup>nd</sup> option for picking up yellow volunteer t-shirt is on 4 July 25 at 0800 at the volunteer booth 600 block of Orange Ave across from the Coronado library.

**4. Grandstand Ushers:** 8 volunteers (4 Spreckels/4 Churchill grandstand)

**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 2025 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. Report to your assigned grandstand by 0800 on 4 July 2025. You will escort people into the grandstand using an assigned seating chart. Trouble shoot problems as they occur. Txt Kathy Summers if you need to escalate any issues 904-504-3736.

**Attire:** Coronado Fourth of July T-Shirt. You may pick up your volunteer T-shirt on 3 July 2025 from 3-6 pm at the Volunteer Booth Coronado Spreckels Center in front of library. 2<sup>nd</sup> option for picking up yellow volunteer t-shirt is on 4 July 25 at 0800 at the volunteer booth 600 block of Orange Ave across from the Coronado library.

**5. VIP Tent Manager:** 3 volunteers

**Job:** There is one VIP tent located at the Churchill Ave grandstand (near Yummy Sushi and Subway Coronado). You will help to lay out the food, keep the coffee and creamer area tidy and help to break down the VIP food items at the end of the parade. Greet the VIP's and thank them for supporting the Coronado Fourth of July parade.

**When:** 4 July 2025 from 0830-1100

**Where:** VIP Grandstand tent in front of Subway Coronado on Churchill Ave

**Attire:** Coronado Fourth of July T-Shirt. You may pick up your volunteer T-shirt on 3 July 2025 from 3-6 pm at the Volunteer Booth Coronado Spreckels Center in front of library. 2<sup>nd</sup> option for picking up yellow volunteer t-shirt is on 4 July 25 at 0800 at the volunteer booth 600 block of Orange Ave across from the Coronado library.

**6. Block Marshal for Horses:** 10 volunteers

**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.

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**When:** 4 July 2025 time 0730 am until 2 pm when horses depart

**Where:** Requires reporting to Dave Szymanski (619-300-2387) at 1<sup>st</sup> Street and D Ave (near Nicky Rottens) on 4 July at 0730 on 4 July 2025. 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 carpooling as there is limited parking.

**Attire:** Coronado Fourth of July T-Shirt. You may pick up your volunteer T-shirt on 3 July 2025 from 3-6 pm at the Volunteer Booth Coronado Spreckels Center in front of library. 2<sup>nd</sup> option for picking up yellow volunteer t-shirt is on 4 July 25 at 0800 at the volunteer booth 600 block of Orange Ave across from the Coronado library.

7. **Parade Host:** Volunteers 1 Parade Host leader plus 6 division chairs

**Job:** This is one of the most important volunteer positions. 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 2025 from 0730-1230

**Where:** You will report to Dave Szymanski (619-300-2387) at 0730 on 4 July at intersection of 1<sup>st</sup> Street and D Ave on Coronado.

**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 on 3 July 2025 from 3-6 pm at the Volunteer Booth Coronado Spreckels Center in front of library. 2<sup>nd</sup> option for picking up yellow volunteer t-shirt is on 4 July 25 at 0800 at the volunteer booth 600 block of Orange Ave across from the Coronado library.

8. **Parade Flow Monitor:** 12 volunteers

**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. You will be provided a sign that says “slow down” or “speed up” and will notify parade entrants to either slow down or speed up.

**When:** 4 July 2025 from 0930-1230 (end of parade)

**Where:** You will pick up your sign on 3 July along with your t-shirt in front of the Coronado Spreckels Center from 3-6 pm. If you are unable to pick it up then, you may pick up your t-shirt and sign on 4 July at the Volunteer booth 600 block of Orange Ave in the median across from the Coronado library. POC Kathy Summers 904-504-3736. Once you have your sign you will report to your assigned block and will communicate to the parade entrants to slow down or speed up using the sign. Take notes on any gaps and send email to Dave Szymanski at the end of the parade for lessons learned for the next year. [parade@cfoj.events](mailto:parade@cfoj.events).

- 3rd Street x2
- 4th Street x2
- 6th Street x2
- 8th Street x2
- 10th Street x2

**Requirements:** Ability to walk, stand for extended period of time. Ability to communicate with Parade Leader, Dave Szymanski ((619-300-2387) if there are any major problems with the parade flow.

**Attire:** Coronado Fourth of July T-Shirt. You may pick up your volunteer T-shirt 3 July 2025 from 3-6 pm at the Volunteer Booth Spreckels Center in front of library. 2<sup>nd</sup> option for picking up yellow volunteer t-shirt is on 4 July 25 at 0800 at the volunteer booth 600 block of Orange Ave across from the Coronado library.

**9. Parade Disbursement Directors: 4 volunteers**

**Job:** This volunteer job involves directing the parade participants to the correct location at the end the parade. Two volunteers will be located at Churchill with signs with an arrow pointing the parade participants towards Flora St. Two volunteers will be assigned to Flora to direct the participants to Star Park Circle. Please ensure you keep the parade participants moving towards Star Park Circle and not towards Ocean Blvd.

**When:** 4 July 2025 from 1000-1230

**Where:** Churchill 2 volunteers; Flora 2 volunteers

**Attire:** Coronado Fourth of July T-Shirt. You may pick up your volunteer T-shirt on 3 July 2025 from 3-6 pm at the Volunteer Booth Coronado Spreckels Center in front of library. 2<sup>nd</sup> option for picking up yellow volunteer t-shirt is on 4 July 25 at 0800 at the volunteer booth 600 block of Orange Ave across from the Coronado library.

**10. Banner Collectors at Corner of Churchill and Flora: 4 volunteers**

**Job:** This volunteer job involves collecting the parade banners at the end of the Churchill grandstand before the participants get to Flora. You will collect the banner roll tightly and lay/stack on the side of the road. Someone will come with a truck and will pick up the banners at the end of the parade.

**When:** 4 July 2025 from 1000-1230

**Where:** Corner of Flora and Churchill Coronado CA

**Attire:** Coronado Fourth of July T-Shirt. You may pick up your volunteer T-shirt on 3 July 2025 from 3-6 pm at the Volunteer Booth Coronado Spreckels Center in front of library. 2<sup>nd</sup> option for picking up yellow volunteer t-shirt is on 4 July 25 at 0800 at the volunteer booth 600 block of Orange Ave across from the Coronado library.

**11. Parade Banner Carrier: 26 volunteers**

**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 2025 from 0900-1230

**Where:** You will report to Dave Szymanski at the intersection of 1<sup>st</sup> Street and D Ave at 0830 on 4 July 2025. 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 to staging location at 1<sup>st</sup> and D as there is limited parking.

**Attire:** Coronado Fourth of July T-Shirt. You may pick up your volunteer T-shirt on 3 July 2025 from 3-6 pm at the Volunteer Booth Coronado Spreckels Center in front of library. 2<sup>nd</sup> option for

picking up yellow volunteer t-shirt is on 4 July 25 at 0800 at the volunteer booth 600 block of Orange Ave across from the Coronado library.

**12. Parade Announcer Assistants:** 16 volunteers

**Job:** There are 14 MC announcer stations located along the parade route on Orange Ave. You will be assigned to assist one of the 14 Master of Ceremony announcers at your assigned block with passing out chalk, bubbles and small toys and flags to the children before the parade begins at 1000 am. 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 assign announcer as needed. Your supplies will be located in a black box on top of the announcer stage at your assigned block.

- 100 blk North Orange Ave
- 100 blk South Orange Ave
- 200 blk Orange Ave
- 300 blk Orange Ave
- 400 blk Orange Ave
- 500 blk Orange Ave
- 600 blk Orange Ave
- 700 blk Orange Ave
- 800 blk Orange Ave
- 900 blk Orange Ave
- Rotary Park (1000 blk Orange near fountain)
- 1000 blk Orange Ave
- 1100 blk Orange Ave
- Churchill and Loma

**When:** 4 July 2025 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 2025 from 3-6 pm at the Volunteer Booth Coronado Spreckels Center in front of library. 2<sup>nd</sup> option for picking up yellow volunteer t-shirt is on 4 July 25 at 0800 at the volunteer booth 600 block of Orange Ave across from the Coronado library.

**13. Volunteer Photographers:** 10 volunteers

**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 2025 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 2025 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 on 3 July 2025 from 3-6 pm at the Volunteer Booth Coronado Spreckels Center in front of library. 2<sup>nd</sup> option for picking up yellow volunteer t-shirt is on 4 July 25 at 0800 at the volunteer booth 600 block of Orange Ave across from the Coronado library.

**14. Concert Venue Set Up Team:** 4 volunteers

**Job:** This volunteer job involves mapping out the concert venue using rope in Spreckels Park 600 blk Orange Ave Coronado. You will report to Jamie Harnett (760-717-6439) and she will provide you guidance and the map for the concert structure set up.

**When:** 4 July 2025 from 1200-1:30 pm

**Where:** You will report to Jamie Harnett at Spreckels Park 600 blk Orange Ave near stage at 1200 on 4 July 2025.

**Requirements:** Ability to walk, bend and communicate w team members.

**Attire:** Coronado Fourth of July T-Shirt. You may pick up your volunteer T-shirt on 3 July 2025 from 3-6 pm at the Volunteer Booth Coronado Spreckels Center in front of library. 2<sup>nd</sup> option for picking up yellow volunteer t-shirt is on 4 July 25 at 0800 at the volunteer booth 600 block of Orange Ave across from the Coronado library.

**15. Concert Stage Turnover Team:** 4 volunteers

**Job:** This volunteer job involves turning over the concert stage in Spreckels Park in support of the various musicians that will be providing entertainment during the afternoon. You will be required to remove 45 folding chairs off stage, fold and stack, assist headliner with "roadie" help if needed. Make sure cooler is stocked with water. Run any A/V needs back and forth to soundboard/operator. This volunteer job will include dinner for the volunteers able to stay until 8pm to support stage manager. Lots of downtime so need the right attitude and commitment.

**When:** 4 July 2025 from 4:00-8:30 pm

**Where:** You will report to Jamie Harnett (760-717-6439) at Spreckels Park 600 blk Orange Ave near stage at 4 pm on 4 July 2025 at 4 pm.

**Requirements:** Ability to walk, bend and communicate w team members.

**Attire:** Coronado Fourth of July T-Shirt. You may pick up your volunteer T-shirt on 3 July 2025 from 3-6 pm at the Volunteer Booth Coronado Spreckels Center in front of library. 2<sup>nd</sup> option for picking up yellow volunteer t-shirt is on 4 July 25 at 0800 at the volunteer booth 600 block of Orange Ave across from the Coronado library.

**16. Star Park Circle Star Wars Character Support Team:** 2 volunteers

**Job:** This volunteer job involves providing support for the Star Wars characters located at Star Park Circle. The Star Wars team will be taking photos with the children and their families. You will provide general support, ensure cooler is filled with water and trouble shoot issues as they arise.

**When:** 4 July 2025 from 1100-1330

**Where:** Star Park Circle Coronado CA

**Requirements:** Walk, sit, bend and communicate w team members

**Attire:** Coronado Fourth of July T-Shirt. You may pick up your volunteer T-shirt 3 July 2025 from 3-6 pm at the Volunteer Booth Coronado Spreckels Center in front of library. 2<sup>nd</sup> option for picking up yellow volunteer t-shirt is on 4 July 25 at 0800 at the volunteer booth 600 block of Orange Ave across from the Coronado library.

**17. Food Vendor Host:** 2 volunteers

**Job:** This volunteer job involves providing support for the food vendors in Spreckels Park. You will greet vendors at the park, direct them to their designated parking areas and issue parking passes. You will also assist in ensuring vendors are set up and ready for the health inspection by 0900 am.

**When:** 4 July 2025 from 0600-0930

**Where:** Meet Jennifer Stein (615-306-7598) at the Volunteer Booth 600 blk Orange Ave

**Attire:** Coronado Fourth of July T-Shirt. You may pick up your volunteer T-shirt on 3 July 2025 from 3-6 pm at the Volunteer Booth Coronado Spreckels Center in front of library. 2<sup>nd</sup> option for picking up yellow volunteer t-shirt is on 4 July 25 at 0800 at the volunteer booth 600 block of Orange Ave across from the Coronado library.

**18. Leap Frog Perimeter Management Golf Course:** 8 volunteers

**Job:** This volunteer job involves ensuring that people do not go past the barricades during the Leap Frog performance on the Golf course.

**When:** 4 July 2025 from 1330-1430

**Where:** Meet Debbie Balsley (619-665-6289) at the Leap Frog exhibit on the Coronado Golf Course at 1330.

**Attire:** Coronado Fourth of July T-Shirt. You may pick up your volunteer T-shirt on 3 July 2025 from 3-6 pm at the Volunteer Booth Coronado Spreckels Center in front of library. 2<sup>nd</sup> option for picking up yellow volunteer t-shirt is on 4 July 25 at 0800 at the volunteer booth 600 block of Orange Ave across from the Coronado library.

**19. VIP Photographer:** 1 volunteer

**Job:** This volunteer job involves riding around the parade route with Maggie Hannigan to take pictures for sponsor promotion/VIP areas. Use phone to take pictures and upload to shared file.

**When:** 4 July 2025 from 0830-1000

**Where:** Meet Maggie Hannigan at the Volunteer Booth in the median at the 600 blk of Orange Ave at 0815 on 4 July 2025.

**Attire:** Coronado Fourth of July T-Shirt. You may pick up your volunteer T-shirt on 3 July 2025 from 3-6 pm at the Volunteer Booth Coronado Spreckels Center in front of library. 2<sup>nd</sup> option for picking up yellow volunteer t-shirt is on 4 July 25 at 0800 at the volunteer booth 600 block of Orange Ave across from the Coronado library.