



# The Parade Company America's Thanksgiving Parade® 2009 Parade Day Job Descriptions

Please read each job description carefully **before** selecting an activity which fits your interests and schedule. Remember there are year-round volunteer opportunities with The Parade Company. Don't miss out on the fun!

## Parade Day Volunteer Job Descriptions

### In The Parade – Outdoors

Each of the following Parade Day jobs will require:

- Attendance at Orientation Meeting on November 16 or 17
- A Costume Fitting (Costume, Jumpsuit or Jacket)
- The ability to physically walk the 2.0 mile Parade route
- Ability to be outside, standing, walking, in the elements (cold, rain, snow, sunshine) for an extended period of time.

### **Balloon Captain**

Lead the balloons down the Parade route and get them flying safely and high! You will be assigned a balloon and direct your team of balloon handlers down the Parade route. You will also assist with inflation and deflation of the giant helium filled balloons. This position reports to the Balloon Coordinators. **Balloon school is required. Physically demanding. Must have prior balloon handling experience.**

### **Balloon Handler**

Learn the ropes and fly your assigned balloon safely down the Parade route! You will be assigned a balloon and help get the giant, helium filled balloon down the Parade route by holding on to a rope and following detailed instructions from your Balloon Captain. You will assist with inflation and deflation of balloon. This position will report to assigned Balloon Captain. **Balloon school is required if you have not attended in 2007 or 2008. Physically Demanding.**

### **Band Marshal**

Boom shuck-a-luck-ah! You will be assigned to a marching band and assist band directors and Super Marshals by keeping the place and pace of your band in the Parade. You will walk along side of your band from Parade start to finish and monitor that only designated Parade participants march alongside the band. This position reports to the Band Marshal Captain.

### **Banner Carrier**

Carry on and be the first to introduce your assigned unit to the Parade route! You will lead the way for your unit with sponsor provided signage. Your position will be dressed in a clown costume!! Smile and wave as you carry your banner down the route. You will also work with the Super Marshals and help with pacing of the Parade. This position reports to the Banner Carrier Captain.

### **Costumed Marcher**

Broadway Bound! Bring sparkles and magic to Woodward Avenue as a themed character in The Parade. You will be assigned a unit in the Parade with a matching costume to go along with it. You need to be someone who is happy, smiley and likes to wave a lot. You may be required to learn simple choreography. **Limited positions. Requires 10 hours of 2009 Parade Company volunteer work completed by October 31. This position walks in the Parade and does not ride on any floats.**

### **Distinguished Clown Corps Production**

Beads, Beads and more Beads!! You will continuously provide beads to the Distinguished Clown Corps as they make their way down the Parade route and assist them with whatever else they might need. This position wears a clown costume and will go down the Parade route on a float. You **must** be able to lift at least 30 lbs. This position reports to CarolAnn Barbb **Limited positions. Requires heavy lifting.**

### **Equestrian Escort**

Wanted: Super-Pooper-Scoopers! Keep the Parade route sparkling as you accompany majestic equestrian units down Woodward. You must be willing to wave, smile and have a good time! This position reports to the Equestrian Escort Captain.

### **Float Animator**

Bring floats to life and fans to their feet! You will either manually operate by using levers and cranks or run/check motors on floats to make them shake, rattle and roll as they move down the Parade route. This position reports to Float Animator Captain. **Valid Driver's license and good driving record required. Must attend Float Driving School in October or November.**

### **Float Driver or Spotter**

The floats can't move without you!! Drive or guide the floats safely to and from The Parade Company Studio and safely down the Parade route. This position reports to Float Driver Captain. **Valid Driver's license and good driving record required. Must attend Float Driving School in October or November. Any drivers/spotter who can help out with Parade Roll Out on November 25 would be most appreciated. This position is physically demanding. You MUST be able to walk the 2.0 Parade route if necessary.**

### **Papier-mâché Head Marcher**

Gear up and get ready to march down Woodward with one of our fashionable, antique papier-mâché heads! You will make your grand march down the Parade route as one of Santa's Elves. **This position is physically demanding and requires wearing of papier-mâché head weighing 10 – 25 lbs. Limited positions.**

### **Unit Marshal**

Help keep the Parade on track! You are fully responsible for Pre-Parade and Parade operations of a complete unit (float, drill team, dancers, etc.) You will be assigned a unit and keep track of and walk with it from Parade start to finish. You will also assist Super Marshals with pacing of the Parade. This position reports to the Unit Marshal Captain.

### **Parade Day Support – Outdoors**

Each of the following Parade Day Support jobs will require:

- Attendance at Orientation Meeting on November 16 or 17
- A Costume Fitting (Jumpsuit or Jacket)
- Ability to be outside, standing, walking, in the elements (cold, rain, snow, sunshine) for an extended period of time.

### **Assembly Crew**

Get the Parade off on the right foot. You will help Parade Day participants find their units, line them up and send them off! This position reports to the Assembly Crew Captain. **Limited Positions. Prior Parade experience required.**

### **Big Head Corps Crew**

Be a head above the rest as you help our new Big Head Corps with their Parade day needs. You will assist the Big Head Corps members with getting into their papier-mâché heads, costumes, and prepared for photos. You may also help with their special breakfast on Parade morning. This position reports to the Captain of Big Head Corps. **This position does not walk down Parade route in a papier-mâché head.**

### **DCC Driver**

Which way did they go?! Help the Distinguished Clown Corps and Junior Jestors Fan Club find their way back to the YMCA. You will be given a car/van to drive Distinguished Clowns and Junior Jestors from the end of Parade route to the YMCA. This position reports to CarolAnn Barbb. **Limited positions. Valid Driver's license and good driving record required. Must attend Float Driving School in October.**

### **Dispersal Crew**

Help the Parade find its way home. March the bands to their buses, stroll the stars to their cars and help put the balloons back to bed. You are responsible for directing units of the Parade to designated areas for departure from Parade. This position reports to the Dispersal Captain.

### **Grand Stand Usher**

You know the best place to view the Parade on Parade morning. Assist with coordinating and locating seats in the Parade's grandstand seating for spectators, sponsors and special guests. You will also assist with ticket taking as necessary. Have one of the best views of the Parade! This position reports to Grand Stand Usher Captain. **Must be able to stand in one location for long period of time. Sitting in Grand Stands is not permitted.**

### **Parade Ambassador**

"May I help you?" You will have all the answers on Parade day. Help give guidance to participants on location of costumes, Parade lineup, unit location, assembly maps and shuttle pick-up and drop-off. You will be subject to outdoor elements. You will also have option of being a Unit Marshal as well. This position reports to Parade Ambassador/Unit Marshal Captain.

### **Parade Production Crew**

Behind-the-scenes heroes! Before, during and after the Parade....help with transporting props and equipment, assisting with Parade set-up, distribution of beads and more. This position reports to Director of Operations. **Physically demanding. Production help is also needed starting Monday, November 23 of Parade week for those who are available to help.**

### **Parade Technical Support**

You are Mr./Ms. Fix it! Help fix any problems that might arise Parade morning and on the Parade route. You must be available to help with Parade roll-out and pre and post Parade production. You must have knowledge of auto mechanics, sound systems, etc. This position reports to Director of Parade Operations. **Prior Parade experience required. Must be willing to meet with Director of Operations for special training in September.**

### **Super Marshal**

Help keep the pace of the Parade! You will monitor the Parade route to make sure it is safe and in order. You will also help keep the order of units and pace of the Parade. This position reports to Super Marshal Captain. **Prior Parade experience required.**

### **Shuttle Driver**

Calling all Drivers! Drive the volunteer float drivers & spotters to the Parade route from The Parade Company studio. You will drive one of The Parade Company shuttle vans. This position reports to Float Driver Captain. **Must have valid driver's license and good driving record. Help is also needed on Wednesday, November 25 as well.**

### **VIP Trouble Shooter**

To the rescue! Provide VIPs assistance and help wherever needed along the parade route. You will be assigned a golf cart and drive VIPs to various destinations as needed. **Limited Positions. Must have valid driver's license and good driving record. Taking of photos and asking for autographs is not permitted.**

### **VIP Escort/Handler**

Help escort Parade VIPs to the VIP area in assembly, and help them get on/off their unit in the Parade. You will lead them through pre-Parade activities until they step off onto the route. This position reports to the VIP Escort/Handler Captain. Some escorts will be required to walk behind the float of VIP and stay with VIP until they reach their final destination. Must be able to take initiative and solve problems quickly. You must be a positive ambassador for Detroit and The Parade Company. **Taking of photos and asking for autographs is not permitted.**

## **Parade Day Support – Indoors**

Each of the following Parade Day Support jobs will require:

- Attendance at a Training/Orientation Meeting on November 16 or 17

### **Clown Breakfast**

This is your chance to clown around! From beads to candy, assist with setup of the Distinguished Clown Corps breakfast at the downtown YMCA, organize props and register VIP Clowns. Dispense coffee, cocoa and cheer at the VIP Hospitality suite. Friendly, outgoing people are needed for this position. This position reports to the Clown Breakfast Captain. **LIMITED POSITIONS. Pre-parade preparation required on Saturday, November 21.**

### **Dresser/Costume Coordinator**

Strike a pose! You will help all of the Parade marchers look their best on Thanksgiving morning. You will guide volunteers to their costume case and make-up. You will also help costume marchers into and out of their costumes in the dressing area and ensure they look great for their walk down Woodward. This position reports to the Dresser/Costume Coordinator Captain.

### **Sponsor Breakfast**

Be the hostess with the mostess! Greet our special sponsors and their families Parade morning at the Sponsor Breakfast held at Compuware. You will assist guests with directions and answer any questions they may have on Parade morning. Friendly, outgoing people are needed for this position. This position reports to Sponsor Breakfast Captain. **LIMITED POSITIONS.**

### **Volunteer Hospitality**

Yummy to your tummy. Help direct our costumed volunteers to refreshments and restrooms on Parade morning. You will also help alert costumed volunteers when busses are leaving to assembly. This position is stationed indoors at costuming on Parade morning and reports to Director of Volunteers.

### **Volunteer Services**

Wanted: Early morning risers, happy and smiley people!! You will assist with signing in volunteers at volunteer check-in as they show up to volunteer on Parade morning in costuming at One Woodward. You will help guide volunteers to costume cases, restrooms, hospitality, etc. You will also assist with passing out of water and Parade pins as marchers return to costuming at finish of Parade. This position reports to Director of Volunteers.

## **Turkey Trot**

### **Registration / Shirts**

Be the first to greet runners at Cobo Center. Work with the Registration Captain to hand out race numbers and our new technical shirts. Distribute instructions to runners on the new disposable timing chip.

### **Course Marshal**

Your bright colored Turkey Trot bid will identify you in helping to point runners in the correct direction. We have a new, exciting course that runs along the entire parade route as well as Michigan Ave. We'll need a few of you for the Mash Potato Mile too.

### **Water Station**

We have two stations, so we need help. 10 km runners are especially grateful for your support as some tackle the farthest distance they've run all year. It's all about the cups. Pouring into them, stacking them, handing out or sweeping them up. As a team, it's often a rewarding experience.

### **Food Court**

Want to make popcorn? Many new items will be handed out food court style. Pair up and distribute post race goodies to rejuvenate runners after their run.

**Baggage Claim**

Help runners avoid rushing back to their car before the race starts. Tag the bags with race numbers for post race retrieval.

**Clean Up**

Deflate the turkeys, pull down the signs; this job isn't murky if you're on this team of mine. With an efficient crew and it doesn't take long at all. Last year time just flew and everyone had a ball.

**Start and Finish Line**

Keep the costumed runners in their corral or set up banners in the staging area. Double dip and serve as crowd control or awards distribution volunteer at the finish line.

**Pre-Race Packet Pick Up**

We will be distributing race numbers and shirts at six locations in the metro Detroit area between November 7 through November 21. Will be registering new runners at these locations as well. Locations will include: New Balance, Hansons and various Fifth Third Banks throughout the area.