

## **Celebrate Kirkland 2024 Volunteer Positions and Descriptions**

The City of Kirkland is excited to host Celebrate Kirkland this year and we are seeking about 200 volunteers to make it happen!

### **What will I do as a volunteer?**

Volunteer opportunities range from helping with event-day festivities, to event setup and cleanup, to decorating the streets the day before. Read the volunteer descriptions below to learn more!

### **Who can volunteer?**

- Volunteers may serve individually or as part of a group.
- Volunteers must be age 16 or older. Volunteers aged 16-17 must have a parent or legal guardian sign their volunteer service agreement when registering as a volunteer.

### **How do I sign up?**

To sign up, complete the online [volunteer application and service agreement](#). Advanced registration is required.

### **Group Volunteer Opportunities Available**

If you want to volunteer with your company, organization, club, or family, contact our staff at [CelebrateKirkland@kirklandwa.gov](mailto:CelebrateKirkland@kirklandwa.gov) with “volunteer” in the subject line. All group members will need to sign a volunteer service agreement.

### **What should I expect as a volunteer?**

All volunteers must check in at Heritage Hall (203 Market St) in the upper plaza. This is where you will receive your t-shirt and training for your volunteer assignment, before reporting to your assigned volunteer area. Volunteer parking is available two blocks over at City Hall (123 5th Ave).

**Questions?** Contact us via email at [CelebrateKirkland@kirklandwa.gov](mailto:CelebrateKirkland@kirklandwa.gov) or call us at 425-587-3300 and request to speak with Andrea Hernandez or Indu Sreenivasan, Program Assistants.

Thanks for choosing to volunteer at Celebrate Kirkland!

**See Next Page for Volunteer Descriptions**

## **July 4 - Event Day Volunteer Needs**

### **Parade Route Leads, 9am-2pm**

#### **9 Volunteers**

**Location:** Parade Route

**Reports to:** Staff TBD

**Position Summary:** Parade Route Leads will be assigned a team of 5-8 volunteers who will be given to one of nine different locations along the parade route. The leads will have a walkie-talkie and the ability to communicate with parade staff. Leads also supervise their team in keeping their assigned parade route area safe. Typical duties include answering spectator questions, keeping people off the parade route and off the streets, helping with controlled street crossing when safe to do so, communicating lost children or other safety concerns to staff, bringing waste management and recycle cans to and from your assigned area, ensuring barricades are where they should be. Lastly, make sure that your team gets breaks when needed.

### **Parade Route Monitors, 9am-2pm**

#### **8 Volunteers per team (72 in total)**

**Location:** Parade Route

**Reports to:** Parade Route Lead

**Position Summary:** Parade Route Volunteers are assigned a lead. You will be part of a group of 5-8 people caring for your given section along the parade route. Duties include answering spectator questions, keeping people out of the streets, away from floats, and staying on the sidewalks. Volunteers also help with safe and controlled street crossing and reporting any lost children or safety concerns to their lead.

### **Veterans Parade and Reception, 8am-2pm**

#### **5 Volunteers – Main Veteran Assistance**

#### **2-3 Volunteers – Veteran Parking at Heritage Park**

**Location:** Heritage Hall Lawn

**Reports to:** Staff TBD

**Position Summary:** The volunteers participating in the Veteran's Parade element will assist in hosting veterans ahead of their participation in the parade. Greet veterans upon arrival, make them feel comfortable, provide them with lapel flowers, and feed veterans a light snack/lunch. Provide direction to participating veterans to ensure the procession moves smoothly. Duties also include helping veterans get into vintage cars as they are staged and ready to be in the parade. Other responsibilities include assisting with the setup and breakdown of the Heritage Hall front plaza & lawn, including and not limited to tables, chairs, tents, etc. The Veteran's element of Celebrate Kirkland takes place entirely outdoors. Some volunteers will monitor parking at Heritage Park by only allowing participating veterans to park near Heritage Hall and Heritage Park, keeping the public and others from taking up those spots, which will be reserved for veterans.

**More on the next page.**

### **Auxiliary Tent, 9am-2pm**

#### **2 Volunteers**

**Location:** Lakeshore Plaza Parking Area

**Reports to:** Committee Member / Staff Lead TBD

**Position Summary:** The auxiliary volunteers will help set up the informational booth. This includes setting up the canopy, tables, and chairs. They will set up tables with tablecloths and arrange all promotional material as a neat display. In addition, volunteers will assist in answering any questions the public may have about the event, as well as directing them to the QR code signs with more online information. Bilingual volunteers are highly encouraged to participate.

### **Kids Giveaways and Decorating Station, 9am-12pm**

#### **18 Volunteers**

**Location:** Lakeshore Plaza Parking Lot

**Reports to:** Shelli Craig/Staff TBD

**Position Summary:** Volunteers will first set up the area by setting up tents and tables. Kids can decorate their bikes, trikes, strollers, and wagons to be fun and festive before they walk the Kid's Parade. Volunteers will arrange the giveaways, hand them out to the kids, keep families moving through the line, and maintain the area. Volunteers will then help deconstruct the tents and tables after the kid's parade has departed the area. Kids can then join spectator area so they can enjoy the main parade. *Note: In past years, this portion of the event took place at Marina Park Pavilion. This year, it will take place in Lakeshore Plaza Parking Lot.*

### **Grandstand & Midway Stations, 9am-2pm**

#### **2 Volunteers**

**Location:** Lake Street and Central

**Reports to:** Staff TBD

**Position Summary:** Volunteers working in the grandstand and midway area will support the emcees, committee members, and staff leads in any way possible. They will be runners between the grandstand and midway stations, transferring information and other items between the two sites. They will gather and take the award winner's information to both stations. These volunteers will assist with the setting up of audio and visual equipment and decorating each grandstand. They will also help manage the grandstand seating.

### **Staging Area for Parade Entries, 9am-2pm**

#### **5-10 Volunteers**

**Location:** In the Market neighborhood off Waverly Way

**Reports to:** Staff TBD

**Position Summary:** Volunteers will check-in parade participants as they arrive. They will direct the participants to their designated position in the staging area. As the procession begins, the volunteers will help maintain a clear and organized order of parade entries.

**More on the next page.**

### **Parade Movers, 9am-2pm**

#### **5-8 Volunteers**

**Location:** Staging Area and Parade Route

**Reports to:** Staff TBD

**Position Summary:** This position will support staging and parade route monitors. During the parade itself, volunteers will ensure parade participants are moving at a steady pace. The rule of thumb is to try to have each parade entry approximately 35 ft apart from one another. On occasion, parade entrants will spread too far apart. Volunteers in this position will encourage the parade entry to keep things moving so as to reduce large gaps in between entrants. Occasionally, there are periodic stops, for pre- approved parade entrants to perform. This position also gives other parade entrants the go ahead to continue moving after a brief stop.

### **Banner Holders, 11am-1pm**

#### **24 Volunteers**

**Location:** Staging area in the Market neighborhood off Waverly Way, Parade Route

**Reports to:** Staff TBD

**Position Summary:** The volunteers in this area will carry parade banners and award banners for the winning parade entrants in the parade. Two volunteers are required for each banner, and they will walk the entire parade route. As a volunteer, you are actually *in* the parade, so its important to be alert, having a smile on your face, with your head up and moving forward. Volunteers want to be about 8-10 feet in front of a winning entry while walking the route.

### **Street Décor Team, July 3<sup>rd</sup>, 5-8pm**

#### **Unlimited Volunteers**

**Location:** Throughout the parade route

**Reports to:** Staff TBD

**Position Summary:** Those volunteering for street décor will help decorate the streets along the parade route and surrounding areas. Volunteers are also needed to help remove decorations after the parade. If you are interested, in helping with this, let us know!

### **General Set-up, 8am-11am**

#### **20 Volunteers**

**Location:** Heritage Hall, Lakeshore Plaza Parking Lot, along parade route

**Reports to:** Various

**Position Summary:** Set-up volunteers will help get ready for the day by setting up and placing tables, chairs, and pop-up tents in activity areas. They may also place signs, decorations, and help wherever set-up assistance is needed. This is a very important and much needed volunteer position.

**More on the next page.**

**General Clean-up, 1pm-4pm**

**20 Volunteers**

**Location:** Along parade route

**Reports to:** Various

**Position Summary:** Clean-up volunteers will collapse and stack tables, chairs, pop-up tents, signs, decorations, street décor, etc. They may also help with litter pick-up and wherever clean-up assistance is needed.

**Rover Team, 8am-2pm**

**2-5 Volunteers**

**Location:** Heritage Hall

**Reports to:** Staff TBD

**Position Summary:** Events always need someone who is willing to go where needed! The potential to help in any area may come up, or unique situations where staff could use the help! Run items to different spots during the event, assist with set up or clean up, whatever comes up.

<b>Volunteer Shifts</b>	<b>Time</b>
Parade Route Leads	9AM-2PM
Parade Route Monitors	9AM-2PM
Veteran's Parade/Reception (includes parking)	8AM-2PM
Auxiliary Tent	9AM-2PM
Kid's Pavilion & Parade	8AM-12PM
Grandstand & Midway Stations	9AM-2PM
Staging Area	9AM-2PM
Parade Movers	9AM-2PM
Banner Holders	11AM-1PM
Street Décor Team	5PM-8PM on 7/3
General Set-up	8AM-11AM
General Clean-up	1PM-4PM
Rover	8AM-2PM

Questions? Contact Andrea Hernandez, [ahernandez@kirklandwa.gov](mailto:ahernandez@kirklandwa.gov) or call 425-587-3383.