

## Volunteer Position Description: Parade Co-ordinator

Under the direction and guidance of the Lite Up the Nite (LUTN) Team Lead this position will be responsible for organizing, and supporting the recruitment of participants including bands, floats, and other marching groups etc., to join the Lite Up the Nite parade. The parade co-ordinator is a key Lite Up the Nite player and therefore a lot of responsibilities are included in this position:

### Responsibilities will also include

- Directing parade staging (lining up (which entries go in which order);
- Support the Team Lead and/or event implementation team with parade logistics, including preparing and set up and take-down of barricades;
- Preparing the assembly site, the morning of the event, and directing participants on the day of the event;
- Recruiting and liaising with parade volunteers (marshals);
- Supervising volunteer parade marshals the day of the event.

The position will involve approximately 5 to 15 hours each month from October 1, with hours increasing each week starting in early November until the parade day.

The Parade Co-Ordinator will have the opportunity to build meaningful work relationships with a broad range of individuals from business leaders to community-oriented residents, and others.

### Qualifications necessary for success in this position.

- Strong organizational skills;
- Good communication skills, including written, oral and interpersonal;
- Ability to use computers, email and similar tools;
- Ability to get along with different people; and
- A passion for our beautiful, growing community.

### Additional Information

This position requires working knowledge of email, internet, computers, and other peripherals. parade day, November 26, requires standing and/or walking for extended periods of time. We will provide you with a safety vest and radio the day of to support communication.

### Benefits

The position gives you the opportunity to give back to our community, meet new people, and gain valuable work experience. Volunteers may also receive a volunteer work confirmation letter and honorarium of \$200.

### How to apply

Interested applicants are asked to submit a [volunteer application form](#) as soon as possible to [events@morinville.ca](mailto:events@morinville.ca). The position will remain open until filled.