

Celebrate Kirkland 2023 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 Sara Shellenbarger at sshellenbarger@kirklandwa.gov to discuss options. 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 Sara Shellenbarger at sshellenbarger@kirklandwa.gov.

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 Lead Sara Shellenbarger

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: Crystal Dong / Staff Lead Sydney

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.

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 Pavilion & Parade, 8am-12pm

16 Volunteers

Location: Lakeshore Plaza Parking Lot

Reports to: Shelli Craig/Staff Lead Drew Bylow

Position Summary: Volunteers will first set up the area by setting up tents, tables, and chairs. 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 materials (crafts and giveaways), maintain the area, keep it organized, and continue replenishing until we are out of stock. Half the volunteers will also organize the Kid's Parade line and help lead the kids along the parade route, walking with them a shorter version of the main parade route. Kids and their preferred adults will then be directed back into the 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: Terri Fletcher and Samantha St. John, Jim Lopez and Dave Bander / Staff Lead Drew Bylow

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: Tessa Hansen, Celestina Hendrickson, Tom Lang / Staff Lead Gianna Stagnaro

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.

Parade Movers, 9am-2pm

5-8 Volunteers

Location: Staging Area and Parade Route

Reports to: Tessa Hansen/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: Andrea Hernandez

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.

Street Décor Team, July 3rd, 5-8pm

Unlimited Volunteers

Location: Throughout the parade route

Reports to: Kirkland Downtown Association/Celestina Hendrickson

Position Summary: Those volunteering for street décor will help the Kirkland Downtown Association team decorate 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.

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, 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 Lead – Sara Shellenbarger

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.

Volunteer Shifts	Time
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 Sara Shellenbarger at sshellenbarger@kirklandwa.gov or call 425-587-3351.