

## **Celebrate Kirkland 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 set-up 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.

### **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 425-587-3330 and request to speak Celebrate Kirkland staff.

Thanks for choosing to volunteer at Celebrate Kirkland!

**See Next Page for Volunteer Descriptions**

## July 4 - Event Day Volunteer Needs

### **Street Décor Team, July 3<sup>rd</sup>, 3-7pm** (possible July 2<sup>nd</sup> 2-5pm shift)

#### **Unlimited Volunteers**

**Location:** Throughout the parade route

**Reports to:** Staff Charles Shannon

**Position Summary:** Help decorate the streets along the parade route and surrounding areas. Volunteers are also needed to help remove decorations after the parade.

### **Parade Route Leads, 8:30am-2pm** (or when parade ends)

#### **9 Staff Volunteers**

**Location:** Parade Route

**Reports to:** Staff TBD

**Position Summary:** Lead a team of 5-8 volunteers who will be given to 1 of 9 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** (or when parade ends)

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

**Location:** Parade Route

**Reports to:** Parade Route Lead

**Position Summary:** You will be part of a group of 5-8 people caring for a 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. Most help needed at the Sur la Table corner.

### **Veterans Parade and Reception, 8am-2pm full day or part day 8am-12pm**

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

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

**Location:** Heritage Hall Lawn

**Reports to:** PCS Staff

**Position Summary:** 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 participants to ensure the procession moves smoothly. Duties include helping veterans get into vintage cars as they are staged and ready to be in the parade and 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/Info Booth, 9am-2pm**

#### **2 Volunteers**

**Location:** Lakeshore Plaza Parking Area

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

**Position Summary:** Help set up the informational booth and kids area next door if available. 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**

#### **14 Volunteers**

**Location:** Lakeshore Plaza Parking Lot

**Reports to:** Shelli Craig

**Position Summary:** Set up tents and tables to prepare. 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. *Lakeshore Plaza Parking Lot.*

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

#### **2 Volunteers**

**Location:** Lake Street and Central

**Reports to:** Staff TBD

**Position Summary:** 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, 8am-2pm**

#### **6-8 Volunteers**

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

**Reports to:** Staff Gianna Stagnaro

**Position Summary:** Check-in parade participants upon arrival. Direct participants to their designated position in the staging area. As the procession begins, help maintain a clear and organized order of parade entries. Assist with delivery of Award Banners and sponsor banners to be held by entrants (between 11:15am-11:45am). Assist as Banner Holders if an entrant is unable to display their own banner. Collect staging preparation supplies to return to Heritage Hall, placing them in an organized manner for storage.

### **Parade Movers, 11am-2pm + staging support**

#### **8 Volunteers**

**Location:** Staging Area and Parade Route

**Reports to:** Staff TBD

**Position Summary:** Support staging and parade route monitors. During the parade, ensure parade participants are moving at a steady pace. 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 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-2pm**

#### **8 Volunteers**

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

**Reports to:** Staff TBD

**Position Summary:** Carry parade banners as needed. Two volunteers are required for each banner and will walk the entire parade route. As a volunteer, you are actually *in* the parade, so it's important to be alert, have a smile on your face, with your head up and moving forward. Volunteers want to be about 8-10 feet in front of entries while walking the route.

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

#### **20 Volunteers**

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

**Reports to:** Various

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

### **General Clean-up, 1:30pm-4:30pm**

#### **20 Volunteers**

**Location:** Along parade route

**Reports to:** Charles Shannon

**Position Summary:** Collapse and stack tables, chairs, pop-up tents, signs, decorations, street décor, bringing trash and recycle bins back to Lakeshore plaza, etc. May also help with litter pick-up and wherever clean-up assistance is needed.

### **Awards, 9:30am-12:15pm, then 1:00-2:00pm to assist in delivering trophies**

#### **4 Volunteers**

**Location:** Along staging routes

**Reports to:** PCS Staff

Judge entrants for awards prior to parade start. Deliver banners to the winners. Take a break to enjoy the parade then meet at the end point to collect banners in exchange for trophies.

**Rover Team, 8am-2pm – Divide into 2, 4 hour shifts for 2026!**

**6 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	8:30AM-2:30PM
Parade Route Monitors	8:45AM-2PM
Veteran's Parade & Reception (includes parking)	8AM-12PM set up and reception or 11:45-1:45PM clean up
Auxiliary Tent / Info Booth	9AM-2PM
Kid's Pavilion & Parade	9AM-12PM
Grandstand & Midway Stations	9AM-2PM
Staging Area	8AM-2PM (shift may end sooner)
Parade Movers + staging	11AM-2PM
Banner Holders	11AM-2PM
Street Décor Team	3PM-7PM on 7/3 + July 2 TBD
General Set-up	8AM-11AM
General Clean-up	1:30PM-4:30 PM
Rover	8AM-2PM or 8am-12pm
Next Day Clean-Up (as needed)	8AM-12PM

- Breaks will be scheduled according to each shift. It is up to each team to divide the assigned break times amongst members that suits each shift as determined by area Leads.

Questions? Contact us at [CelebrateKirkland@kirklandwa.gov](mailto:CelebrateKirkland@kirklandwa.gov) or call 425-587-3330.