



Covert Township

Van Buren County, Michigan

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VOLUNTEER OPPORTUNITY

SEEKING MEMORIAL DAY PARADE & CELEBRATION COORDINATORS AND VOLUNTEERS

We are seeking passionate and dedicated volunteers to be part of this year's Memorial Day Parade and Celebration! This is your opportunity to contribute to a truly meaningful event while helping bring the community together.

1. **VENDOR & PARTICIPANT COORDINATOR (VOLUNTEER POSITION)**

Help organize and coordinate vendors and parade participants for the event. You will be the key point of contact for vendors, ensuring they are set up, prepared, and have everything they need to showcase their goods or performances.

Responsibilities:

- Manage vendor applications and participation
- Ensure timely setup and breakdown of vendor booths
- Coordinate with parade participants (marchers, floats, musical performers)
- Oversee logistics and ensure smooth operations during the event

Qualifications:

- Strong communication and organizational skills
- Ability to multitask and work well under pressure
- Previous event coordination experience is a plus

2. **VOLUNTEER COORDINATOR (VOLUNTEER POSITION)**

Volunteer coordinators are essential in ensuring we have a well-organized and dedicated team of volunteers to help with event setup, registration, parade route management, and other activities.

Responsibilities:

- Recruit and manage volunteers for different event activities
- Create volunteer schedules and assignments
- Serve as the main point of contact for volunteers during the event

Qualifications:

- Strong leadership and communication skills
- Ability to motivate and coordinate a team
- Previous experience in volunteer management is a bonus

FOR MORE DETAILS, PLEASE CONTACT:

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