

Napa Valley Nursery School



JOB: Napa Holiday Parade Coordinator

Team: Vice President

LAST UPDATED/CHANGED: April 2019

JOB DESCRIPTION:

The Holiday Parade Coordinator is responsible for spearheading NVNS's entry for the Napa Holiday. The school's parade entry has varied from year to year based on family's interests and abilities. We have had floats that children can ride on, floats that families ride behind, and years where everyone is encouraged to dress up and walk or ride lit up bicycles (their own, or the school's multiple kid ones!). The Holiday Float Coordinator should communicate the details about joining the parade to the school community and be a point person for costumes, time line and all questions. The float lead is expected to attend and work the Parade.

JOB DUTIES:

- At the beginning of the school year, contact the Napa Downtown Association to sign up for the parade (257-0322). Sign-ups usually begin in October and can be done electronically. Call after you submit our entry to let them know we will have a large group of preschoolers so we would like to have an early number in the parade. In the past, we have been successful about getting an early number in the parade route when we submit our registration early (October).
- At the October and November Parent Meetings, talk to parents about the upcoming parade and ask for help from the school community as needed.
- Design and construct a float (if this is the route decided upon), and store (not at school)
- Host float-building and/or costume making days in November that the NVNS community is invited to participate in.

Napa Valley Nursery School

- Communicate with NVNS community so that students and families can participate in the parade. You may send e-mails about the parade preparation events to all current families by asking the current Communications Chair to forward e-mails – nvnscommunications@outlook.com
- Coordinate logistics of float and attendance the evening of the parade (usually the Saturday after Thanksgiving). We do not generally know our starting place or number in the parade until check-in (2 hours prior to the parade beginning), so it is best to check in as soon as possible and then ask a Board Member (ideally Communications Chair, but anyone else with access to the e-mail list that will be available at that time would suffice) to send an e-mail to the families letting them know where to meet and to post this information on the Parent Facebook Page. Communicate to families this procedure prior to the parade day.
- Stay under the yearly budget for the parade entry (refer to current year's budget). We have many items, including lights, in shed 2. You may borrow items from families or solicit donations! Be creative!
- You may want to gather items to hand out at the holiday parade. Avoid candy or easily breakable toys. Items advertising our school are preferred, such as stickers or balloons if we can get donated helium. Items may need to be ordered, so coordinate this early. Consult with the board regarding what may be available at the school such as stickers or balloons from previous events.
- Attend and work the Parade

JOB REQUIREMENTS:

- Attend all monthly Parent Meetings.
- Participate in one Housekeeping Saturday per year.
- Participate in End-of-Year Clean Up.
- Out-of-pocket spending that is reimbursed by school check, when receipts are submitted to the Treasurer.