



San Diego Pride

Volunteer Leadership Role Description – Parade Contingent & Volunteer Check-In Specialist

Title:	Parade Contingent & Volunteer Check-In Specialist
Reports to:	Parade Leads, Pride Staff
Time Commitment:	All San Diego Pride Volunteer Leaders are expected to attend a monthly 2-hour Volunteer Leadership Meeting. Dates and times of meetings TBA. Other meetings may be scheduled for teams depending on role functions. Leaders are expected to check-in with leadership, team, and volunteers, check their email at least weekly leading up to Pride Week and every other day during July, and complete planning tasks leading up to Pride Week in July. These tasks usually require 2-10 hours per month leading up to Pride Week, with hours increasing in June & July to about 10-25 hours per month. For the most part, tasks leading up to Pride Week can be done remotely on your own time. Leaders are expected to commit to about 20-30 hours throughout Pride Week , depending on their role.
Benefits Include:	Free Entry to the Pride Festival, San Diego Pride T-shirt and Swag, Meals Provided during Pride Week, Appreciation Events, Professional Development Opportunities, Making Friends and Connections, Contributing to the LGBTQ+ Community
Location:	San Diego; In-Person & Online Meetings; Must be able to be in person for Pride Week (2026 Dates TBA) in July in Hillcrest and Balboa Park

ABOUT SAN DIEGO PRIDE: San Diego Pride is a 501(c)(3) nonprofit organization with a mission to foster pride, equality, and respect for all lesbian, gay, bisexual, and transgender communities locally, nationally, and globally. San Diego Pride is a year-round LGBTQ education and advocacy organization and one of the oldest LGBTQ-serving nonprofits in San Diego, best known for our annual flagship celebrations - the Pride Parade and Festival - that brings together more than 350,000 individuals from San Diego and across the globe. San Diego Pride is also the most philanthropic Pride organization in the world, having distributed over \$3 million to LGBTQ-serving nonprofits since 1996.

ABOUT THE POSITION: The Contingent & Volunteer Check-In Specialist plays a vital role in ensuring an efficient, organized, and welcoming check-in process for both parade contingents and volunteers. This position supports one of the most important operational points of the San Diego Pride Parade—helping participants and volunteers start their day informed, prepared, and excited.

This role requires strong organizational skills, clear communication, and adaptability in a fast-paced, outdoor environment. The Check-In Specialist works closely with the Parade teams to ensure a smooth flow of people, information, and materials before the parade begins.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Pre-Parade Coordination
 - Communicate with volunteers prior to parade day, connecting them with appropriate teams, roles, and training opportunities.
 - Coordinate with Pride staff and parade leadership to plan volunteer coverage and anticipate event-day needs.
 - Collaborate with Contingent Staging team to confirm logistical details such as check-in locations, signage, and flow of traffic.
 - Prepare materials for both contingent and volunteer check-in, including wristbands, maps, and instructions.

- Parade Day Operations
 - Manage the check-in process at the designated check-in locations
 - Welcome and check in volunteers, providing materials, credentials, and role-specific instructions.
 - Oversee contingent check-in to ensure floats and marching groups are in their correct positions for a timely and safe step-off.
 - Respond to participant and volunteer questions with professionalism and enthusiasm, resolving issues or redirecting concerns as needed.
 - Maintain clear communication with Parade teams to support smooth transitions and flow throughout the morning.

- Team Leadership & Collaboration
 - Train and guide check-in volunteers to ensure efficiency, accuracy, and a positive experience for all participants.
 - Coordinate with Pride staff and team leads to share updates, troubleshoot issues, and maintain a calm and organized check-in environment.
 - Help identify opportunities for improving check-in procedures and participant flow in future parades.

EXPECTATIONS & ELIGIBILITY:

- Be at least 18 years of age
- Must be available for a monthly 2-hour Volunteer Leadership Meeting. Dates and times of meetings TBA.
 - If you miss a meeting, you are expected to review meeting notes and follow up with your Lead/Volunteer, Event, & Access Coordinator.
- Must have a commitment to serving diverse populations within the LGBTQIA+ community
- Comfortable working outdoors in early morning hours and in a fast-paced environment

PREFERRED QUALIFICATIONS:

- Experience in volunteer coordination, event planning and/or community organizing
- Comfortable working with computers and volunteer management software (training will be provided)
- Strong interpersonal skills and a welcoming, inclusive attitude
- Ability to problem solve under pressure, be flexible and adapt to changing circumstances
- Ability to work collaboratively with a team
- Strong organizational skills with the ability to manage multiple priorities, delegate and track volunteer shifts

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by a volunteer to successfully perform the essential functions of this role. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. While performing the duties of this job, the volunteer is regularly required to sit, use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The volunteer is occasionally required to lift or push up to 30 lbs., stand, walk, stoop, kneel, crouch, or crawl.

WORK ENVIRONMENT: All volunteers of San Diego Pride must maintain an environment that is friendly, welcoming, and accepting of all factions of the Lesbian, Gay, Bisexual, Transgender, Queer, Intersex, and any other members of our community.

TO APPLY: [Fill out an application here.](#) Reach out to volunteer@sdpride.org with any questions.