

# Ottawa MS Walk Volunteer Assignment

<b>Title</b>	<b>Greeter</b>
<b>Purpose</b>	To welcome Walkers, provide information on site-layout, and to answer questions.
<b>Walk Location &amp; Date</b>	<b>Jean Talon building – 170 Tunney’s Pasture Drwy Sunday, April 29, 2012</b>
<b>Where to meet Time Commitment</b>	<ul style="list-style-type: none"> <li>• Sign-in at <b>Volunteer Check-in</b> inside the cafeteria at the Jean Talon building</li> <li>• 7:30 am to 10:30 am</li> <li>• Additional instructions and position location will be provided at check-in</li> </ul>
<b>Duties and Responsibilities</b>	<ul style="list-style-type: none"> <li>• Duties can include any of the following:</li> <li>• Greet Walkers and Volunteers when they arrive</li> <li>• Direct Walkers to the appropriate area upon their arrival               <ul style="list-style-type: none"> <li>➤ Script with additional instructions will be provided at check-in</li> </ul> </li> <li>• Direct volunteers to the Volunteer Check-in table</li> <li>• Assist walkers with completed necessary paperwork for check-in</li> <li>• Monitor check-in lines to ensure smooth flow for participants</li> <li>• Answer questions from Walkers or Volunteers</li> <li>• Keep area neat and tidy</li> <li>• Ensure a high level of customer service in dealing with Walkers, volunteers, staff and sponsors</li> </ul>
<b>Physical Requirements</b>	<ul style="list-style-type: none"> <li>• This position requires you to be on your feet for an extended period</li> </ul>
<b>Benefits</b>	<ul style="list-style-type: none"> <li>• Food and beverages</li> <li>• A terrific volunteer t-shirt!</li> <li>• Invitation to yearly volunteer appreciation event</li> <li>• Part of MS Society volunteer program which helps in fulfilling our mission.</li> </ul>
<b>What to bring, Washrooms, Travel and Parking</b>	<ul style="list-style-type: none"> <li>• This event will take place whether rain or shine.</li> <li>• This position will be inside and outside so dress according to the day’s weather conditions. Plan ahead. Dress in layers, wear comfortable shoes, bring gloves, hat, rainwear</li> <li>• Washrooms will be available onsite</li> <li>• Parking is available on site at the Jean Talon building. Public transportation is encouraged</li> </ul>
<b>Questions</b>	<ul style="list-style-type: none"> <li>• Prior to event : Michelle Davis – 613-728-1583 ext. 235 or <a href="mailto:Michelle.Davis@mssociety.ca">Michelle.Davis@mssociety.ca</a></li> <li>• On Event Day : Lead volunteer (wearing blue bandana)</li> <li>• On Event Day if you are unable to attend please call 613-407-1968</li> </ul>