

Ottawa MS Walk Volunteer Assignment

Title	Rest Stop
Purpose	To motivate Walkers as they Walk and provide them with water and snacks along the route.
Walk Location & Date	Jean Talon building – 170 Tunney’s Pasture Drwy Sunday, April 29, 2012
Where to meet Time Commitment	<ul style="list-style-type: none"> • Sign-in at Volunteer Check-in inside the cafeteria at the Jean Talon building • 9:00 am to 12:00 pm • Additional instructions and position location will be provided at check-in
Duties and Responsibilities	<ul style="list-style-type: none"> • Set up tables, chairs, banners and garbage containers at your location • Ensure that snack foods and liquid refreshments are maintained and displayed attractively • Volunteers must wear gloves (supplied) and hats or hairnets • Greet and encourage MS Walkers and answer any necessary route questions • Maintain portable washrooms by ensuring washrooms are well stocked and clean • Clean-up rest stop and ensure property is left in the condition we found it in • Help load items when trucks arrive to pick up supplies • Take down tables, chairs, banners and pack all supplies and leftover food neatly • Keep on-going communication with start/finish location • Ensure a high level of customer service in dealing with Walkers, volunteers, staff and sponsors
Physical Requirements	<ul style="list-style-type: none"> • This position requires you to be on your feet for an extended period • This position requires you to lift medium to heavy items
Benefits	<ul style="list-style-type: none"> • Food and beverages • A terrific volunteer t-shirt! • Invitation to yearly volunteer appreciation event • Part of MS Society volunteer program which helps in fulfilling our mission.
What to bring, Washrooms, Travel and Parking	<ul style="list-style-type: none"> • This event will take place whether rain or shine. • This position will be outside so dress according to the day’s weather conditions. Plan ahead. Dress in layers, wear comfortable shoes, bring gloves, hat, rainwear • Washrooms will be available onsite • Parking is available on site at the Jean Talon building. Public transportation is encouraged
Questions	<ul style="list-style-type: none"> • Prior to event : Michelle Davis – 613-728-1583 ext. 235 or Michelle.Davis@mssociety.ca • On Event Day : Lead volunteer (wearing blue bandana) • On Event Day if you are unable to attend please call 613-407-1968