

Ottawa MS Walk Volunteer Assignment

Title	Site Set Up – Saturday
Purpose	To set-up the indoor portion of the event
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"> • Meet in the lobby at the Jean Talon building • 10:00 am to 3:00 pm
Duties and Responsibilities	<ul style="list-style-type: none"> • Help set up the indoor portion of the Walk site • Assist unloading trucks of supplies • Set up check-in table, chairs and organize supplies • Hang Banners and indoor signage • Other duties as needed
Physical Requirements	<ul style="list-style-type: none"> • This position requires you to be on your feet for an extended period • Medium to heavy lifting is required
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 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 • Washrooms will be available onsite • Parking is available on site at the Jean Talon building.
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