

Ottawa MS Walk Volunteer Assignment

Title	Site Set-Up - Sunday
Purpose	To finalize the site set up for the Walk
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 • 6:00 am – 9:00 am
Duties and Responsibilities	<ul style="list-style-type: none"> • Set up tents • Set up directional signage around event • Other duties as needed • 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 • Medium to heavy lifting may be 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 event will take place whether rain or shine. • 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. 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