

# Ottawa MS Walk Volunteer Assignment

<b>Title</b>	<b>Volunteer Check-in</b>
<b>Purpose</b>	To check-in the volunteers as they arrive at site and ensure they are prepared for their position
<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>• <b>Shift A</b> - 6:30 am – 11:00 am   <b>OR</b></li> <li>• <b>Shift B</b> – 11:00 am – 2:00 pm</li> </ul>
<b>Duties and Responsibilities</b>	<ul style="list-style-type: none"> <li>• Mark off volunteers as they arrive for their shift. Remind them to come back to sign out</li> <li>• Provide special instruction envelopes to identified volunteers and advise them to read the information as special instructions have been provided</li> <li>• Ensure volunteer waiver form and parental consent (where applicable) has been signed</li> <li>• Give a volunteer t-shirt and a volunteer name tag to each volunteer</li> <li>• Direct them to their position location or volunteer lead</li> <li>• Keep track of any Lost &amp; Found items</li> <li>• This is also the meeting place for lost children</li> <li>• A first aid kit is also kept here if needed</li> <li>• As volunteers sign out give them an evaluation form to fill out</li> <li>• Sign for volunteer hours for students. Extra sheets are in binder</li> <li>• Ensure a high level of customer service in dealing with Walkers, volunteers, staff and sponsors</li> </ul>
<b>Special Instructions</b>	<ul style="list-style-type: none"> <li>• It is <b>CRUCIAL</b> that this table is <b>NEVER</b> left unmanned. Volunteers will be checking in throughout the day, people will approach with questions etc. Please <b>DO NOT</b> leave the Volunteer Check-In table unattended.</li> </ul>
<b>Physical Requirements</b>	<ul style="list-style-type: none"> <li>• This position requires you to be sitting 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 the Jean Talon building</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>