



Ottawa – Kemptville RONA MS Bike Tour Volunteer Assignment



Title	Bike Storage Check-in
Purpose	To assist with the storage of the cyclists' bikes as they arrive in Kemptville
Position Location & Time Commitment	Kemptville Campus - Saturday, August 6 <ul style="list-style-type: none"> • 10:00 am – 4:00 pm
Where to Meet Us	<ul style="list-style-type: none"> • Look for or ask to be directed to the "Volunteer Check-in Table" by finish line in front of College. See map of College
Duties and Responsibilities	<ul style="list-style-type: none"> • As cyclists arrive at the bike barn take their bike, give them a tag and place their bike in the rack in the barn. Start at the back of the barn and work your way forward. • Organize an efficient storage of bikes • Provide site info to cyclists and/or direct to wagon ride pick up area. <ul style="list-style-type: none"> ○ A wagon will be driving back and forth for part of the day offering cyclists a ride back to the main section of campus. • Once last bike is in the barn it will be locked for the evening • Some cyclists may choose to keep their bikes with them. That is not an issue; just remind them that the start time in the morning is at 7:30 am. Anyone leaving earlier will not have any support on the route; the checkpoints do not open until 7:45 am. • Ensure a high level of customer service in dealing with cyclists, 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 • Must be able to lift bikes up to 18kg
Benefits	<ul style="list-style-type: none"> • Food and beverages • A terrific volunteer t-shirt! • Invitation to yearly volunteer appreciation event • Be part of MS Society volunteer program which helps fulfill our mission.
What to bring, Washrooms, Travel and Parking	<ul style="list-style-type: none"> • This event takes place rain or shine • This is an outdoor position so remember to bring rain clothing and sunscreen, hat • Washrooms will be available on site in the various buildings – Dorms, Cafeteria, Gym • Parking is available on site at Kemptville. Volunteers are to make their own arrangements to get to the site.
Questions	<ul style="list-style-type: none"> • Before the Tour - Michelle Davis – 613-728-1583 ext. 235 or michelle.davis@mssociety.ca • During Tour weekend -613-407-1968