



Ottawa – Kemptville RONA MS Bike Tour Volunteer Assignment



Title	Greeter
Purpose	To welcome cyclists, provide information on check-in process and site-layout, and to answer questions.
Position Location & Time Commitment	Carleton University - Saturday, August 6 <ul style="list-style-type: none"> • 6:30 am – 10:00 am
Where to Meet Us	<ul style="list-style-type: none"> • Meet at the “Volunteer Check-in” inside the Norm Fenn gymnasium. See map of University – Building 8
Duties and Responsibilities	<ul style="list-style-type: none"> • Greet cyclists and volunteers when they arrive • Direct Cyclists to Tune-up table if anything is missing or needs to be changed on their forms • Cyclists with Money - Direct them to main check-in line if their pledge forms are totally ready to go • Cyclists with No Money - Direct them to Express check-in to hand in their medical form and receive their rider bib. No cyclist can participate without their bib. • Direct volunteers to the Volunteer Check-in table • Answer questions from cyclists or volunteers • Keep area neat and tidy • 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
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 position is inside • Washrooms will be available on site • Parking is available on site at Carleton University in lot #5. Volunteers are to make their own arrangements to get to site. Public transportation is encouraged
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