



# Ottawa – Kemptville RONA MS Bike Tour Volunteer Assignment



Title	Photographer
<b>Purpose</b>	To capture the RONA MS Bike tour digitally
<b>Position Location &amp; Time Commitment</b>	<b>Carleton University - Saturday, August 6 7:00 am – 10:00 am</b> <b>Carleton University – Sunday, August 7 9:30 pm – 2:00 pm</b> <b>Kemptville Campus – Saturday, August 6 – 12:00 pm</b>
<b>Where to Meet Us</b>	<ul style="list-style-type: none"> <li>• Carleton - Meet at the “<b>Volunteer Check-in</b>” inside the Norm Fenn gymnasium. See map of University – Building 8</li> <li>• Kemptville - Look for or ask to be directed to the “<b>Volunteer Check-in Table</b>” by finish line in front of College. See map of College</li> </ul>
<b>Duties and Responsibilities</b>	<ul style="list-style-type: none"> <li>• Bring your own camera</li> <li>• Take photos of our cyclists and volunteers on Campus</li> <li>• Travel the route and take photos of cyclist along the tour.</li> <li>• Stop at checkpoints and take photos of cyclists and volunteers at each stop.</li> <li>• A few areas we’d like you to capture as well are:               <ul style="list-style-type: none"> <li>○ Sponsors – signs, teams, tents, products</li> <li>○ Wall of Hope.</li> <li>○ Group shots (i.e. Mass starts, warm-up activities, etc.) with MS- or event-related signage in background. Get a bunch of people to come together into a group of 5 or more. This should include:                   <ul style="list-style-type: none"> <li>▪ Groups of cyclists wearing the same gear</li> <li>▪ Groups of event volunteers</li> <li>▪ VIP activities – special guests, honorary chairs, etc.</li> </ul> </li> </ul> </li> <li>• Ensure a high level of customer service in dealing with cyclists, volunteers, staff and sponsors</li> </ul>
<b>Physical Requirements</b>	<ul style="list-style-type: none"> <li>• This position requires you to be on your feet 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>• Be part of MS Society volunteer program which helps fulfill our mission.</li> </ul>
<b>What to bring, Washrooms, Travel and Parking</b>	<ul style="list-style-type: none"> <li>• Please bring your digital camera</li> <li>• This event takes place rain or shine</li> <li>• This position is outside so remember to bring rain clothing and sunscreen, hat</li> <li>• Washrooms will be available on site</li> <li>• 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</li> </ul>
<b>Questions</b>	<ul style="list-style-type: none"> <li>• Before the Tour - Michelle Davis – 613-728-1583 Ext. 235 or <a href="mailto:michelle.davis@mssociety.ca">michelle.davis@mssociety.ca</a></li> <li>• During Tour weekend - 613-407-1968</li> </ul>