



# Ottawa – Kemptville RONA MS Bike Tour Volunteer Assignment



Title	<b>Check-in Runner</b>
<b>Purpose</b>	Assist Check-in volunteers with handing out T-shirts, Jersey's and Shorts to cyclists
<b>Position Location &amp; Time Commitment</b>	<b>Carleton University - Saturday, August 6</b> <ul style="list-style-type: none"><li>• 6:30 am – 10:00 am</li></ul>
<b>Where to Meet Us</b>	<ul style="list-style-type: none"><li>• Meet at the “<b>Volunteer Check-in</b>” inside the Norm Fenn gymnasium. See map of University – Building 8</li></ul>
<b>Duties and Responsibilities</b>	<ul style="list-style-type: none"><li>• Assist the check-in volunteers handing out T-shirts, Jerseys and shorts</li><li>• Photocopy the cyclists pledge forms</li><li>• Assist check-in volunteers where needed and when necessary</li><li>• Assist in tearing down of check-in area and packing up of supplies</li><li>• Ensure a high level of customer service in dealing with cyclists, volunteers, staff and sponsors</li></ul>
<b>Special Note</b>	<ul style="list-style-type: none"><li>• It is mandatory for all Check-in Runner volunteers to attend the volunteer orientation evening for training.</li><li>• If unable to attend alternate training session must be arranged</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>• This event takes place rain or shine</li><li>• This position will be inside</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>