



Ottawa – Kemptville RONA MS Bike Tour Volunteer Assignment



Title	Coffee Station
Purpose	To prepare coffee and have it ready for cyclists arrival
Position Location & Time Commitment	<p>Carleton University - Saturday, August 6 - Inside</p> <ul style="list-style-type: none"> • 6:30 am - 10:00 am <p style="text-align: center;">and/or</p> <p>Carleton University - Sunday, August 7 - Inside</p> <ul style="list-style-type: none"> • 7:00 am - 12:00 pm
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"> • Prepare the coffee in the provided urns. • Ensure fresh coffee is always available • Replenish supplies as required • Ensure a high level of customer service in dealing with cyclists, volunteers, staff and sponsors
Physical Requirements	<ul style="list-style-type: none"> • You will be sitting and/or standing for this position. Chairs will be provided.
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"> • Please remember this event takes place in August and goes rain or shine • This position will be 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 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