



# Ottawa – Kemptville RONA MS Bike Tour Volunteer Assignment



<b>Title</b>	<b>Luggage - Carleton</b>
<b>Purpose</b>	To assist cyclists in loading of luggage to transport to Kemptville
<b>Position Location &amp; Time Commitment</b>	<b>Carleton University - Saturday, August 6</b> <ul style="list-style-type: none"><li>• 6:30 am – 9:30 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>• One volunteer will be assigned to hand out the coloured luggage tags. A table will be provided for this volunteer to hand out the tags.</li><li>• Each cyclist will place colored tags on their luggage. Make sure all items are tagged. If no tag ask cyclist to go to the table and get one.</li><li>• You may also have some camping equipment. This should also be tagged.</li><li>• Take luggage from the cyclists and place into one of the Luggage trucks that will take them to Kemptville. Fill trucks one at a time.</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><li>• This position requires you to be able to lift 5-7 kg</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 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>