



Ottawa – Kemptville RONA MS Bike Tour Volunteer Assignment



Title	Luggage - Carleton
Purpose	To assist with unloading luggage and arrange luggage for cyclists to pick up
Position Location & Time Commitment	Carleton University - Sunday, August 7 <ul style="list-style-type: none"> • 9:00 am – 2:00 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"> • Assist with unloading the luggage truck. Place luggage in neat rows according to colour of luggage tag. • The luggage can be placed outside. If it looks like it may rain, bring the luggage into the gym. • Assist cyclists with locating their luggage • 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 • This position requires you to be able to lift 5-7Kg
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 outside so remember to bring rain clothing and sunscreen, hat • 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