



Ottawa – Kemptville RONA MS Bike Tour Volunteer Assignment



Title	Luggage - Kemptville
Purpose	To assist with unloading luggage and arrange luggage for cyclists to pick up
Position Location & Time Commitment	Kemptville Campus - Saturday, August 6 <ul style="list-style-type: none">• 9:00 am – 2:00 pm
Where to Meet Us	<ul style="list-style-type: none">• Look for or ask to be directed to the "Volunteer Check-in Table" by finish line in front of College. See map of College
Duties and Responsibilities	<ul style="list-style-type: none">• When luggage truck arrives, assist with unloading all items in truck.• Arrange luggage/camping gear into rows according to colored tags.• The luggage can be placed outside of Bell Hall, but if it looks like it may rain, please bring the luggage inside Bell Hall• As cyclists arrive assist them in 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 in the various buildings – Dorms, Cafeteria, Gym• Parking is available on site at Kemptville. 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