



# Ottawa – Kemptville RONA MS Bike Tour Volunteer Assignment



<b>Title</b>	<b>MS Boutique - Kemptville</b>
<b>Purpose</b>	To sell MS merchandise to participants
<b>Position Location &amp; Time Commitment</b>	<b>Kemptville Campus - Saturday, August 6</b> <ul style="list-style-type: none"> <li>• 2:00 pm – 6:00 pm</li> </ul>
<b>Where to Meet Us</b>	<ul style="list-style-type: none"> <li>• Look for or ask to be directed to the “<b>Volunteer Check-in Table</b>” by finish line in front of College. See map of College</li> </ul>
<b>Duties and Responsibilities</b>	<ul style="list-style-type: none"> <li>• Run the merchandise booth selling MS merchandise– magnets, t-shirts etc.</li> <li>• Clean up station when shift is completed and assist with packing up when done.</li> <li>• Ensure that area is kept neat, tidy and free of litter</li> <li>• Merchandise can be purchased through cash, cheque or credit card  <b>For Cash</b> you will be provided a float in order to make change  <b>For Cheque</b> you will need to take down the individual’s telephone number on the back of the cheque.  <b>For credit cards</b> fill out the person’s information on the credit card form that you will be provided with – cardholder’s name, address, phone #, credit card number, expiry date and amount to be charged to the card</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> </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 outside so remember to bring rain clothing and sunscreen, hat</li> <li>• Washrooms will be available on site in the various buildings – Dorms, Cafeteria, Gym</li> <li>• Parking is available on site at Kemptville. Volunteers are to make their own arrangements to get to the site.</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>