



Ottawa – Kemptville RONA MS Bike Tour Volunteer Assignment



Title	MS Office Clean Up
Purpose	Help get all items used at Bike Tour cleaned, organized and put away
Position Location & Time Commitment	MS Society Office – 1826 Woodward Dr. – Monday, August 8 <ul style="list-style-type: none">• 10:30 am – 2:00 pm
Where to Meet Us	<ul style="list-style-type: none">• Meet at the MS Society Office – 1826 Woodward Dr.
Duties and Responsibilities	<ul style="list-style-type: none">• Assist with the cleaning, sorting and organizing of all items that were used at the Tour – signage, t-shirts, beverages, boxes, water jugs etc.• Load any items onto the trucks to go to the off-site location• Assist with putting away any items that are to remain at the office• Assist cleaning up board room• You may be travelling to our offsite storage location. Transportation will be provided• 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• Light to medium lifting will be required.
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 inside and outside so remember to bring rain clothing and sunscreen, hat• Washrooms will be available on site• Parking is available on 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