



Ottawa – Kemptville RONA MS Bike Tour Volunteer Assignment



Title	MS Office Pack Up
Purpose	To get everything for the Bike Tour loaded onto the required trucks.
Position Location & Time Commitment	MS Society Office – 1826 Woodward Dr. – Friday, August 5 <ul style="list-style-type: none"> • 10:00 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 sorting and organizing of all items for the Tour – signage, T-Shirts, Beverages, Boxes, water jugs etc. • Load all items onto the applicable Trucks • Assist with putting away any items that are to remain at the office • You may be travelling to offsite locations. 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 heavy 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 will be 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