



# Ottawa – Kemptville RONA MS Bike Tour Volunteer Assignment



Title	Route Signage
<b>Purpose</b>	Travel the route, monitor the signage and take down signs as last cyclists goes through
<b>Position Location &amp; Time Commitment</b>	<p><b>Carleton University - Saturday, August 6</b></p> <ul style="list-style-type: none"> <li>• 7:30 am – 4:30 pm</li> </ul> <p style="text-align: right;"><b>and/or</b></p> <p><b>Pick up to be determined - Sunday, August 7</b></p> <ul style="list-style-type: none"> <li>• 6:30 am – 2:00 pm</li> </ul>
<b>Where to Meet Us</b>	<ul style="list-style-type: none"> <li>• Meet at the “<b>Volunteer Check-in</b>” inside the Norm Fenn gymnasium. See map of University – Building 8</li> <li>• <b>For Sunday a pick up point will be determined</b></li> </ul>
<b>Duties and Responsibilities</b>	<ul style="list-style-type: none"> <li>• Travel the route with Mike and ensure all direction arrows are still in place.</li> <li>• Put up additional signs where necessary</li> <li>• Re-do signs where required.</li> <li>• Trouble shoots where required.</li> <li>• As the last cyclist finishes remove all signage and place in containers for storage.</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 sitting, standing and reaching 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 is outside so remember to bring rain clothing and sunscreen, hat</li> <li>• Washrooms will be available on site</li> <li>• 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</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>