



# Ottawa – Kemptville RONA MS Bike Tour Volunteer Assignment



<b>Title</b>	<b>Site Set Up - Carleton</b>
<b>Purpose</b>	To assist in the set-up of the Carleton University for the Bike Tour
<b>Position Location &amp; Time Commitment</b>	<p><b>Carleton University - Friday, August 5</b></p> <ul style="list-style-type: none"> <li>4:00 pm – 7:00 pm</li> </ul> <p style="text-align: right;"><b>and/or</b></p> <p><b>Carleton University - Saturday, August 6</b></p> <ul style="list-style-type: none"> <li>6:00 am – 9:30 am</li> </ul> <p style="text-align: right;"><b>and/or</b></p> <p><b>Carleton University – Sunday, August 7</b></p> <ul style="list-style-type: none"> <li>7:00 am – 9:00 am</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> </ul>
<b>Duties and Responsibilities</b>	<ul style="list-style-type: none"> <li>Assist unloading trucks</li> <li>Set up all tables and chairs</li> <li>Set up signs</li> <li>Ensure items are in their correct location for the next day (if applicable)</li> <li>Make sure everything is ready for cyclists arrival</li> <li>Help make coffee</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> <li>Light to heavy lifting will be required.</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 inside and 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>