



# Ottawa – Kemptville RONA MS Bike Tour Volunteer Assignment



Title	<b>Site Set Up - Kemptville</b>
<b>Purpose</b>	To assist in the set-up of the Kemptville Campus for the Bike Tour
<b>Position Location &amp; Time Commitment</b>	<b>Kemptville Campus -Thursday, August 4</b> <ul style="list-style-type: none"><li>• 12:00 pm – 4:00 pm</li></ul>
<b>Where to Meet Us</b>	<ul style="list-style-type: none"><li>• Meet at the Administration building. See map of College</li><li>• Or you can meet at the MS Society Office</li></ul>
<b>Duties and Responsibilities</b>	<ul style="list-style-type: none"><li>• Assist with unloading of the trucks</li><li>• Set up tables and signage</li><li>• Assist with setting up the cots in dorm rooms and common rooms</li><li>• Ensure everything set for cyclist arrival the next day</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 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 in the various buildings – Dorms, Cafeteria, Gym</li><li>• Parking is available on site at Kemptville. Volunteers can also come to the MS Office and get a drive out</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>