



Ottawa – Kemptville RONA MS Bike Tour Volunteer Assignment



Title	Site Take Down - Carleton
Purpose	To clean up and remove all items from the Bike Tour
Position Location & Time Commitment	Carleton University - Sunday, August 7 <ul style="list-style-type: none">• 2:00 pm – 4:00 pm
Where to Meet Us	<ul style="list-style-type: none">• Meet at the “Volunteer Check-in” inside the Norm Fenn gymnasium. See map of University – Building 8
Duties and Responsibilities	<ul style="list-style-type: none">• Assist with loading the trucks of all supplies from the Bike Tour.• Take down all tables and chairs• Remove all signage in and around gymnasium• Ensure all items have been removed from gymnasium• 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 is 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 at Carleton University in lot #5. Volunteers are to make their own arrangements to get to site. Public transportation is encouraged
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