



Ottawa – Kemptville RONA MS Bike Tour Volunteer Assignment



Title	Site Take Down - Kemptville
Purpose	To clean up and remove all items from the Bike Tour
Position Location & Time Commitment	Kemptville Campus - Sunday, August 7 <ul style="list-style-type: none">• 8:00 am – 12:00 pm
Where to Meet Us	<ul style="list-style-type: none">• Meet Stephanie at Bell Hall on Campus Drive. See map of College
Duties and Responsibilities	<ul style="list-style-type: none">• Load the trucks with all items – boxes etc.• Gather linens in each room (maybe)• Take down all the cots and put into boxes• 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• There will be light to heavy lifting
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 is inside and outside so remember to bring rain clothing and sunscreen, hat• Washrooms will be available on site in the various buildings – Dorms, Cafeteria, Gym• Parking is available on site at Kemptville. Volunteers are to make their own arrangements to get to the 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