



Ottawa – Kemptville RONA MS Bike Tour Volunteer Assignment



| Title | Volunteer Check-in - Carleton |
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| Purpose | To check-in the volunteers as they arrive at Kemptville Campus and ensure they are prepared for their position |
| Position Location & Time Commitment | Carleton University - Saturday, August 6 <ul style="list-style-type: none">• 6:00 am – 10:30 am |
| 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">• Mark off volunteers as they arrive for their shift• Ensure volunteer waiver form and parental consent (where applicable) has been signed• Give each volunteer a T-shirt• Give each volunteer a name tag• Direct volunteers to where their volunteer job position is located• Keep track of any lost & found items.• Ensure your station is kept neat and free of all litter• 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 |
| 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• 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 |