



Ottawa – Kemptville RONA MS Bike Tour Volunteer Assignment



Title	Volunteer Check-in – Carleton
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 - Sunday, August 7 <ul style="list-style-type: none"> • 8:30 am – 1:00 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"> • 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