



Ottawa – Kemptville RONA MS Bike Tour Volunteer Assignment



Title	Volunteer Check-in - Kemptville
Purpose	To check-in the volunteers as they arrive at Kemptville Campus and ensure they are prepared for their position
Position Location & Time Commitment	Kemptville Campus - Saturday, August 6 <ul style="list-style-type: none"> 9:00 am – 2:00 pm
Where to Meet Us	<ul style="list-style-type: none"> Look for or ask to be directed to the "Volunteer Check-in Table" by finish line in front of College. See map of College
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 or their team lead is waiting. 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
Special Instructions	<ul style="list-style-type: none"> It is CRUCIALLY important that this table is NEVER left unmanned. Volunteers will be checking in throughout the day, people will approach with questions etc. Please DO' NT leave the volunteer Check-In table unattended.
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 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