



2016 Fraser Valley Bike Event Day Volunteer Position Descriptions

Purpose:

Event day Volunteers are crucial for the success of the Scotiabank MS Bike. These volunteer opportunities allow you to work as part of a team, committed to creating a fun and meaningful event.

Check-in/Registration

- Verify the pledge form and pledge envelope contents
- Determine participant's eligibility for fundraising incentives
- Complete appropriate paperwork
- Allocate appropriate fundraising incentives and t-shirts to participants

Dinner/Dance Set Up

- Assist with the banners décor, etc.
- Unload and distribute supplies throughout venue

Finish Line Cheering Squad

- Help make sure that Finish Line is properly set up and decorated.
- Cheer participants as they return from the route and congratulate them on completing the event and supporting MS!

Breakfast Tent

- Set up beverages and food.
- Check on supplies continuously and clean away any litter.

Lunch Preparation

- Assist caterers in setting up and cleaning up lunch.
- Greet and assist cyclists with getting their lunch.

Lunch Stop Participant Count

- As participants arrive at the lunch stop, please check off their bib numbers from the list provided.
- Call Event Coordinator if someone is missing.

Photographer

- Photograph teams, participants and volunteers at the event site and along the route.
- Photograph any VIPs or individuals giving speeches or accepting awards.
- Secure signed permission from your subjects
- Submit all photos to the MS Society at original file size the week following the event.

Rest Stop

- Set up rest stop signage, and refreshments, continually restocking and cleaning up.
- Provide moral support to the participants – cheer them on!
- Contact Rest Stop Coordinator for additional supplies before you run out.
- Prepare to leave when sweep vehicle tells you to (not before please).

Rest Stop Set Up

- Transport and set up (in van provided) supply box, tables, chairs, tents and necessary equipment to all Rest Stops.
- Report any minor first aid problems or cyclists needing bike repairs to Tour Leaders or Motorcycle Brigade
- Collect wine orders from wineries and return them to event site
- Pick up any garbage before leaving each location and bring back to the site.

Route Marshal

- Alert participants of heavy traffic areas, hazards or changes on the route. At **no time** should a route marshal attempt to stop oncoming traffic.
- Remind cyclists as needed of the rules of the road. Cyclists must ride in single file and obey traffic signals and stop signs.
- Report any minor first aid problems or cyclists needing bike repairs to bicycle tour leader or motorcycle tour leader
- Keep the participants' morale up, cheer them on!

Route Signage Set Up

- In a team of two, set up and take down directional route signage along the bike route.
- On the event day, drive the route and replace any signage that has been take down
- Report any minor first aid problems or cyclists needing bike repairs to Tour Leaders or Motorcycle Brigade

Site Set Up/Tear Down

- Set up equipment including tents, tables, chairs, signage and supplies.

Team MS

- Set up the TeamMS tent.
- Welcome all team members, remind them to check in. Ask team captains to assemble their team for a team photo
- Answer questions about the bike tour, refer to the schedule of events and route maps.

Bicycle Tour Leader

- You are an avid cyclist, able to cycle 50-80km. You will be dispersed amongst the riders to provide support and communicate issues with the events team.
- Bring a cell phone and if possible a basic repair kit with a pump.
- Ensure that all cyclists exercise safe cycling practices including wearing a helmet and stopping at lights and stop signs.

**Volunteer Check in**

- When volunteer arrives please check off name on master list
- Make sure that everyone has handed in a Volunteer Application form.
- Hand out volunteer t-shirt and name tag.
- Provide volunteer with their assignment and direct them to the designated area.

Skills, Attitudes, Knowledge Required:

- Customer service experience and clear communication skills
- Reliable, organized, positive and enjoys working with a team
- Some of the positions require a valid BC Driver's License.
- Able to stand for long periods of time
- Role specific training/orientation will be provided on the event day

Time Commitment: Start & finish times will vary for each position but generally last between 4-6 hours on Saturday or Sunday

Volunteer Benefits:

- Snacks and volunteer t-shirt will be provided
- Letter with hours volunteered
- Be part of the MS Society Volunteer program which helps in fulfilling our mission. Have fun and make new friends!