

Volunteer Position Description Scotiabank MS Walk

Title	Banking/Counting Room
Purpose	To assist in the counting/reconciliation of pledges collected at the various WALK sites including pre-registration. This takes place at the MS Society of Canada, BC Division Office (1501-4330 Kingsway, Burnaby, BC)
Responsibilities	<ul style="list-style-type: none"> • Opening the pledge envelopes that are collected at the event, removing the cash & cheques, and reconciling the funds with the accompanying paperwork • Checking for discrepancies and advising staff liaison
Skills & Experience required	<ul style="list-style-type: none"> • Reliable • Detail-oriented • Comfortable using an adding machine and basic math required to balance the numbers • Cash handling experience an asset • Ability to sit for extended periods of time
Training & Orientation	<ul style="list-style-type: none"> • Day-of training from Staff Trainer.
Time Commitment	<ul style="list-style-type: none"> • Sat., April 28th 2pm – 6pm • Sun., April 29th 12noon – 5pm
Volunteer Benefits	<ul style="list-style-type: none"> • Snacks will be provided • Volunteer t-shirt • Reference letter with hours volunteered • Be part of the MS Society Volunteer program which helps in fulfilling our mission