

Volunteer Position Description Scotiabank MS Walk

Title	Check in
Purpose	To register participants, accept pledge envelopes and ensure prize procedures are followed on event day.
Responsibilities	<ul style="list-style-type: none"> • Verify the pledge form and pledge envelope contents • Determine participants eligibility for fundraising incentives • Complete appropriate paperwork • Allocate appropriate fundraising incentives and t-shirts to participants.
Skills & Experience required	<ul style="list-style-type: none"> • Previous customer service experience • Cash handling experience • Good written and communication skills • Exceptional attention to detail • Organized and is able to multi-task • Experience in fundraising and/or events is an asset • Good knowledge of multiple sclerosis • Ability to sit for extended periods of time
Training & Orientation	<ul style="list-style-type: none"> • One hour training from the Check in Coordinator • 7am – 8am on event day, Sunday, April 29th
Time Commitment	<ul style="list-style-type: none"> • 7am – 11am on event day, Sunday, April 29th
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