National
Multiple Sclerosis
Society

Bike MS Overnight/Finish Line Sub-Committee Chair

Key Responsibilities:

- Manage logistics and operations of all areas at overnight site: volunteers, medical, hydration, food, team village, festivities, massage, luggage, bike compound, bike shops, bus/shuttle service, VIP area, Start/Finish chute, supplies
- Recruit and manage sub-committee to assist with overnight planning and operations
- Assist in the identification and site plan of overnight location
- Participate in the development of disaster plans and arrangements
- Work closely with staff to identify equipment needs for overnight location
- Assist with the development of information pertaining to overnight location for staff/volunteer event manual
- Evaluate and update volunteer needs assessment for overnight location prior to and after the event

Education & Support:

- All committee members will participate in an orientation on the Society, MS and Bike MS
- Committee will meet monthly and bi-monthly. Chair will be included in risk management and safety trainings.

Qualifications:

- Excellent verbal communication skills
- Ability to work independently with little supervision
- Leadership and project management experience a plus
- Previous experience working on logistics with a fundraising event

Time Commitment

The Bike MS committee meets monthly between January and May and bi-monthly between June and July for about an hour. The week prior to the event will require approximately 4 hours of additional time. The weekend of the event requires volunteer support from Friday through Sunday. The finish line chair will also transport finish line supplies to Canadian on Friday night and stay with them, at the hotel, until set-up on Saturday morning.

Impact & Benefits:

- Provide a safe, comfortable overnight environment for cyclists
- Enhance management and operational skills
- Do something about MS NOW

If you are interested in this position, please contact April Brownlee at 806.468.3126 or april.brownlee@nmss.org.