

Bike MS Committee: Packet Pick-Up/Registration Lead

Overview:

The Packet Pick-Up/Registration Lead manages the assembly and distribution of event information packets for teams and individual riders for Bike MS: The Road Divided. Bike MS: The Road Divided is a two-day fundraising cycling event that takes riders on a journey from Norman to Stillwater. Participation and fundraising in this event drives MS research forward faster, and delivers services to those who face the challenges of MS every day so they can live their best lives.

Key Responsibilities:

- Organize the stuffing of all rider packets prior to packet pick up and secure volunteers to assist with this process
- Partnering with Society staff , determine needs for all packet pick-ups including equipment, supplies, and volunteer support
- Train and manage volunteers on rider registration and packet pick-up process including assembly and distribution during Packet Pick Up events
- Ensure participant lists are prepared and elements necessary are clearly identified to ensure a smooth check in process
- Help create a VIP experience for top fundraisers and new riders as they pick up their packets
- Partnering with Society staff, ensure risk management requirements (cash handling and background checks) are met for all volunteers,

Education and Support:

- The Packet Pick-Up/Registration Lead will work alongside National MS Society staff for continued training and support leading up to Packet Pick Up events
- All committee volunteers will receive training on current issues of MS.

Qualifications and Time Commitment:

- Pass a background check, paid for by the MS Society
- Ability to lead others, provide great customer service, analyze situations and make decisions, organize people and processes, be friendly, approachable, and dependable
- Must be available to volunteer at all packet pick-ups:
 - Tulsa, OK - Tuesday, September 26th: 3pm-8pm
 - Norman, OK - Event Weekend Packet Pick Up: September 29th 2pm-10pm & September 30th 5:30am-9:00am
- Minimum commitment of 40 volunteer hours annually-July through October
- Attend monthly committee meetings, with the possibility of more frequent meetings as the date of the event grows closer (All meetings will be hosted virtually online-attend from the comfort of your own home or office). April 17th, May 22nd, June 19th, July 17th, August 21st, September 18th

Impact:

- The Packet Pick-Up/Registration Lead will ensure participant safety and accountability by informing and registering all riders for the event
- The Packet Pick-Up/Registration Lead will help build a movement that will increase the funds raised through Bike MS and move us closer to a world free of MS