



Bike MS Committee: Rest Stop Coordinator

Overview:

The Rest Stop Coordinator recruits, trains, schedules, and supervises volunteer groups for rest stops during Bike MS: The Road Divided, maintaining the highest standards for volunteer/participant safety.

Key Responsibilities:

- Recruit and train Rest Stop Captains on site set-up for efficient traffic flow, volunteer parking, rider safety, and other aspects of event day logistics
- Recruit and schedule support volunteers for their assigned rest stop and support them on event day should they need any assistance
- Work alongside Volunteer Coordinator to obtain Volunteer Consent Forms from each rest stop captain and volunteer

Education and Support:

- The Rest Stop Coordinator will work alongside National MS Society staff for continued support throughout the event
- All committee volunteers will receive training on current issues of MS

Qualifications and Time Commitment:

- Must successfully complete background check, driver record screening, and online driver safety training course (provided at no cost)
- Ability to lead others, provide great customer service, analyze situations and make decisions, organize people and processes, be friendly, approachable, and dependable
- Recruitment, Training, Relationship Building experience preferred
- Must be available to volunteer event weekend, September 28-October 1, 2017, 6:00am-6:00pm
- Minimum commitment of 40 volunteer hours annually
- 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 Rest Stop Coordinator will work alongside Rest Stop Supply team to ensure sufficient supplies at each rest stop to guarantee full rider support and safety throughout the event
- The Rest Stop Coordinator will help build a movement that will increase the funds raised through Bike MS and move us closer to a world free of MS