



Bike MS Committee: Supply/Truck Loading Manager

Overview:

The Supply/Truck Loading Manager coordinates and supervises truck loading, restocking, and supply delivery to all sites, including rest stops and lunches during Bike MS: The Road Divided.

Key Responsibilities:

- Inventory supplies in warehouse to determine purchasing needs
- Clean and inspect supplies for any damage- determine if they should be repaired/replaced
- Partner with MS Society Event Coordinator to communicate needs and review load lists for each supply truck
- Design truck layout for the load-in of various supplies, ensuring safety of load
- Manage process for rental truck pick-up (pre-event) and drop-off (post-event)
- Receive inventory list of supplies and organize as they are delivered to warehouse for future use
- Recruit and train warehouse volunteers and truck drivers, ensuring risk management requirements are met alongside Volunteer Engagement Coordinator

Education and Support:

- The Supply/Truck Loading Manager will work alongside National MS Society staff for continued support throughout the planning process
- 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)
- Must be able to drive a large box truck and lift 50 pounds or 50+ pounds with assistance
- Ability to lead others, provide great customer service, analyze situations and make decisions, organize supplies and processes, be friendly, approachable, and dependable
- Logistics, Supply Chain Management, Transportation/Driving experience preferred
- Must be available to volunteer event weekend, September 28-October 1, 2017, 5:00am-7:00pm
- Minimum commitment of 40 volunteer hours annually
- CDL license, and mechanical experience (preferred)
- 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 Supply/Truck Loading Manager guarantees supply delivery to all sites providing for a successful event
- The Supply/Truck Loading Manager will help build a movement that will increase the funds raised through Bike MS and move us closer to a world free of MS