



MS HOPE Key Volunteer
Position Description

<p>Assignment:</p> <p>Accommodation Coordinator</p>
<p>Purpose:</p> <p>To ensure accommodation at Brentwood College for participants is organized and ready to receive guests.</p>
<p>Tasks:</p> <ul style="list-style-type: none"> • Work with the Site Logistics Manager to ensure camping and dorm accommodation is organized for all who requested it • Review and update dorm signage and equipment requirements • Create and post dorm signage and assignments • Ensure dorms are clean before participants arrive on site • Mark out camping areas prior to the event • Greet participants upon arrival and direct them to their dorms – man Accommodation Check-in Tent • Recruit volunteers to fill your areas of responsibility on event weekend • Document, throughout the weekend, recommendations for the following year • Ensure dorms are clean at the conclusion of the event, pickup any items left behind, take down dorm signage.
<p>Time Commitment:</p> <p>Attend 1 – 2 committee meetings before the event (1 – 1.5 hours each). Meeting dates and times to be determined.</p> <p>Be present on site the night before the event to begin set-up, during Accommodation Check-in on Saturday (7:45am – 10:00am) and at the end of the event for site teardown.</p>
<p>Skill Requirements:</p> <p>Clear communication Good customer services Must be flexible to last minute changes</p>
<p>Training and Skill Development:</p> <p>Information on all aspects of the event will be available. Leadership development</p>
<p>Supervision:</p> <p>The Accommodation Coordinator is responsible for the supervision of the Accommodation Check-in volunteers</p>



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Reports to and works directly with the Site Logistics Manager.
Working Conditions: All committee meetings will be held at Brentwood College with all required materials provided. On event days the Accommodation Coordinator will be working outside on site at Brentwood College.
Benefits: Contribute to the community. Work with a fun, dynamic group of people Work 'behind the scenes' of a well known fundraising event Gain valuable work experience Develop leadership skills Recognition from the MS Society
Approval and Assumption of Responsibilities Date _____ Leadership Volunteer's Signature _____ Coordinator of Volunteer Resources' Signature _____