



Assignment: Rest Stop/Point of Interest (POI) Set-up Coordinator
Purpose: To set up and take down equipment for the rest stops and points of interest on route during the event
Tasks: Pre-event <ul style="list-style-type: none">• Review the event SCOT report and equipment list from the previous year• Help recruit volunteers for POI and Rest Stop Set-up and Takedown• Familiarize yourself with POI and Rest Stop Equipment requirements• Familiarize yourself with the location and timing of rest stops and POIs requiring equipment Event Weekend <ul style="list-style-type: none">• Coordinate distribution of food and water supplies for rest stops with the Food Coordinator• Transport and set up required equipment (tables, tents, chairs, water, etc.) at POI's and Rest Stops on route Saturday and Sunday• Take down all POI and Rest Stop equipment at the conclusion of each event day. Post-event <ul style="list-style-type: none">• Provide feedback on challenges you faced and opportunities to improve the event for the event SCOT report
Time Commitment: Attend meeting with the Logistics Coordinator before the event (approx. 1 hour) Saturday of event <ul style="list-style-type: none">- Set-up from 7:00am – 10:00am or finished- Takedown starts at 2:30pm until finished Sunday of event <ul style="list-style-type: none">- Set-up from 7:00am – 9:00am or finished- Takedown starts at 1:00pm until finished
Requirements: Clear communication



Must be able to read a map
Must be able to do some heavy lifting (tents, coolers, tables, chairs)
Large vehicle for transport of equipment or comfortable driving a large truck or cube van
Valid driver's license and insurance

Training:

The meeting with the Logistics Coordinator will outline all responsibilities, timelines, route, equipment and equipment set-up directions.

Supervision:

The Rest Stop/POI Set-up Coordinator is responsible for the supervision of the rest stop set-up/takedown volunteers.
Works directly with the Route/Technical Manager.

Working Conditions:

On event days the Rest Stop/POI Set-up Coordinator will be working outside on the route.

Benefits:

Contribute to the community.
Work with a fun, dynamic group of people
Work 'behind the scenes' of a well-known fundraising event
Develop leadership skills
Recognition from the MS Society

Approval and Assumption of Responsibilities

Volunteer's Name _____ Date _____

Volunteer's Signature _____

Volunteer Coordinator's Signature _____