



**Title:** Balloon Animal Artist  
**Reports To:** Event Coordinator, Planning & Administration  
**Type:** Volunteer (Unpaid)  
**Duration:** One-time, minimum of 2 hours between 12 – 4 pm on Jan. 24, 2025

**Position Summary:**

We are seeking a talented balloon animal artist to volunteer at our All Staff event on **Friday, January 24, 2025 between 12:00 – 4:00 pm**. This is a wonderful opportunity to showcase your balloon artistry by creating jungle-themed balloon animals to delight and entertain our hardworking staff as we celebrate their contributions to our mission.

**Benefits of Volunteering:**

Food will be provided at the event, and you will receive some CAPRW swag! By empowering staff, you in turn are helping children and families thrive.

**Essential Functions:**

**Duties & Responsibilities:**

- Create jungle-themed balloon animals and sculptures for staff during the event.
- Interact with staff to add fun and energy to the celebration.
- Set up and clean up your workspace as needed.

**Safety:** Responsible for conducting all duties in a safe manner.

**Affirmative Action:** Responsible to follow affirmative action plan as set forth and signed by the Board of Directors.

**Qualifications:**

**Education & Experience:**

- Must be at least 18 years of age.
- Experience making balloon animals or sculptures is required.

**Abilities & Skills:** In order to be successful in this position, the volunteer will at minimum need to possess the following abilities and skills:

- Creativity and a strong eye for detail.
- Outgoing personality and ability to engage with people in a friendly, professional manner.
- Self-motivated and dependable, with good time management skills.

**Physical Requirements:**

Ability to stand for extended periods during the event. Comfortable working in a busy environment.

**Mental Requirements:**

Must be self-motivated, dependable, and demonstrate both leadership skills and mature judgment abilities.

**Environmental Requirements:**

Multi-tasking busy event environment.

**Time Commitment:**

Minimum of 2 hours between 12 – 4 pm on **Friday, Jan. 24, 2025** between 12:00 pm – 4:00 pm. This is flexible depending on your availability, but we would love it if you could commit to the entire event from 12-4.

**Location:**

Inwood Oaks Event Center, 484 Inwood Ave N, Oakdale, MN.

**REGISTRATION INFORMATION:**

Complete a Volunteer Application at <https://caprw.org/take-action/volunteer.html>

Questions? Email [volunteers@caprw.org](mailto:volunteers@caprw.org)

The mission of **Community Action** is to invest in people experiencing poverty to build generational prosperity. Community Action Partnership of Ramsey & Washington Counties provides a variety of programs including Energy Assistance, Energy Conservation, Head Start, Early Head Start, and Financial Opportunity Programs. Visit [www.caprw.org](http://www.caprw.org) to learn more.

*Note: The above statements are intended to describe the nature and level of efforts being performed by persons assigned to this volunteer position. They are not intended to be an exhaustive listing of all responsibilities, duties, and skills required, and management reserves the right to make modifications at their discretion.*

2025