



Title: **FACILITIES - CLEAN-UP CREW**
Reports To: Maintenance Supervisor
Type: Volunteer Position (Individual or Group)
Duration: Year-Round Continuous

Position Summary:

Beautify the playground for preschoolers, office building, and facilities! Community Action's main office is central to our providing services to low-income people.

Benefits of Volunteering:

Gain facility maintenance experience, landscaping skills, and terrific exercise. Knowledge that you are helping children thrive!

Essential Functions:

Duties & Responsibilities:

- Assist with the maintenance of an office building, Head Start playground, and surrounding area. Outside: rake leaves, pull weeds, pick up trash, sweep, move mulch, plant flowers, etc.
- Depending upon the season outside, inside, and miscellaneous tasks are available. Inside: wash walls or windows, sort items, clean toys, etc.
- Other duties as assigned

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 or age 13+ with an adult present
- Experience with facilities maintenance, landscaping or yard-work desired

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

- Show interest in beautifying an office building, playground and surrounding area
- Ability to work as a member of a team and independently with little supervision Individual or group of up to 30 members
- Must be comfortable interacting with people of diverse backgrounds, education, economic status, and culture
- Fluency in English language. Bilingual in Hmong, Karen, Nepali, Somali, Spanish or another language desired
- Ability to turn in timesheet to the Volunteer Specialist

Physical Requirements:

- Able to physically respond to the demands of yard-work and maintenance tasks
- Capable of lifting 10 lbs desired, and bring your own gloves and rake desired
- If cleaning toys the volunteer must be able to tolerate a mild bleach solution used wear old clothing & shoes which may be affected by contact with a mild bleach solution. Please bring your own rubber gloves (used for washing dishes), if desired

Mental Requirements:

Normal facilities-related requirements

Environmental Requirements:

Normal office environment. Outdoor temperatures may fluctuate

Time Commitment:

- Assist at least once for 2+ hours during weekday business hours, Wednesdays are preferred
- Specific hours will be arranged by the supervisor.
- Register and schedule at least two weeks in advance (one month is desired), due to logistics

Dates available are:

- April/when snow melts thru May for spring clean-up
- June thru September for summer planting and yard-work
- October thru November/until the snow stays for autumn raking
- Winter indoor tasks available occasionally

Group Size: One to thirty members

Location:

450 Syndicate St North, St Paul, MN 55104 (Office is located on the Green Line train route.)

REGISTRATION INFORMATION:

Complete a Short-Term Registration Form at www.capr.org/volunteer and email/scan it to volunteers@capr.org

Questions? Email or call 651-603-5979

The mission of **Community Action** is to reduce the causes of poverty and its impact on people's lives in our community. Community Action Partnership of Ramsey & Washington Counties provides a variety of programs including Energy Assistance, Energy Conservation, Head Start, Early Head Start, Civic and Community Engagement Programs. Visit www.capr.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.

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