



Title: **HEAD START - ENTERTAINMENT FOR KIDS & EVENTS**
Reports To: Center Education Coordinator or Family Advocate
Type: Volunteer Position (Individual or Group)
Duration: October through July, annually

Position Summary:

Provide entertainment at special events. Make learning and attending school a fun and rewarding activity for children, their families or add special elements to events.

Benefits of Volunteering:

Gain performance experience, happy smiles, laughter and applause. Knowledge that you are helping children thrive!

Essential Functions:

Duties & Responsibilities:

- Entertain kids age 3 to 5, their siblings, and families with a brief performance (10-30 minutes)
- Perform several times during the same event or provide mini-shows as you roam throughout the event
- Guest speakers can use show-n-tell, story-telling or another medium

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
- Provide entertainment such as: clowning, dance, juggle, magic, music, puppetry, sing, story-telling, face-painting, comic-book/costumed character appearance, DJ dance party, yoga/exercise/dance for kids, arts & crafts, show-n-tell, etc. Let us know your special talent!
- Guest speakers including first responders, medical, career exploration, etc.

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

- Ability to engage young children in the entertainment
- Bring your own supplies and equipment Provide at least one performance reference desired
- Must be comfortable interacting with people of diverse backgrounds, education, economic status, and culture
- Demonstrated ability to handle confidential information in a professional and discreet manner
- Fluency in English language. Bilingual in Hmong, Karen, Nepali, Somali, Spanish or another language desired
- Ability to turn in timesheet to the Volunteer Specialist

Time Commitment:

- At least one-time at an event or as a guest performer during the school year, view Kid & Event Details
- Please indicate your availability to perform in the "Other Skills" section of registration form and if you have a link to a sample performance/appearance or photos/video

Location:

Nine locations in St Paul, one in New Brighton and one in North St. Paul, MN. Several Centers are in close proximity. Most are located on or near public transportation routes.

Kid & Event Details:

Guest Speaker or Performer:

- Visit Mondays - Thursdays morning or afternoon during the school year, one Center is open on Fridays
- Special events (dates to be determined)

Family Fun Event:

- Occurs once per month, October - July (dates to be determined)
- 9-10:30am and/or 2-3:30pm Fridays
- Nine locations in St Paul, one in New Brighton and one in North St. Paul, MN
- You may be able to perform at more than one Center during the event. Event is usually 2-3 hours but you will determine performance length with the supervisor
- Entertainers do not have to attend for the entire time, but this is the time-frame of the event

End of School-Year Events:

- June or July, 2020 (dates to be determined)
- 9-10:30am and/or 2-3:30pm, Usually on a Thursday
- Nine locations in St Paul, one in New Brighton and one in North St. Paul, MN
- You may be able to perform at more than one Center during the event
- Entertainers do not have to be there for the entire time, but this is the time-frame of the event

Community Action Staff Events (adults):

- Specific dates to be determined. Weekday daytime
- All Staff Event (January)
- Autumn Festival (November)
- Winter Social Reception (December)

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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