



Title: **AFFORDABLE HOUSING – CLEAN-UP CREW**
Reports To: Housing Manager
Type: Volunteer Position (Group)
Duration: Two weekdays in November | 5-6 hours each (depending on availability)

Position Summary:

Are you part of a group looking to invest in your community’s housing efforts? Community Action rents out 7 units per year to families living in Ramsey and Washington counties under 60% of the area median income. The Affordable Housing program is seeking a **dedicated group of 5-15 volunteers** to clean up a community property to **prepare a North St. Paul house for renting to a family in need this Winter!**

Benefits of Volunteering:

Gain cleaning & maintenance experience and terrific exercise. With the rise of housing costs, your service will **directly support a family seeking affordable housing this winter**. Your service is a partnership with Community Action to invest in our communities together!

Essential Functions:

Duties & Responsibilities:

- **Community Action will supply all of the necessary hardware, cleaning, maintenance, and painting supplies!**
- Remove and dispose of any remaining debris and household items from the house and garage.
- Clean the existing walls and floors in the basement, main floor, and second floor.
- Perform a final clean of the inside of the entire house, including cabinets, appliances, basement, windows, and outside surfaces.
- Clean the existing gutters and downspouts and remove weeds from the perimeter of the house and garage.
- Clean, repair, sand, spot prime, and caulk all of the gaps of the interior walls before painting walls & other surfaces as needed.
- Replace or adjust closet doors, window blinds, and lock sets as necessary.
- Other duties, especially completing finishing touches of carpentry and painting, can be assigned depending on skill level and team availability.

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 16 years of age. If under 18, must have a parent or guardian present.
- Experience with **painting and carpentry** desired but not required.

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 cleaning out a rental property.
- Ability to work as a member of a team and independently with little supervision.

Volunteer Position Description

Physical Requirements:

- Able to physically respond to the demands of physical labor, such as cleaning debris, scrubbing walls, picking weeds, climbing on stools, etc.
- Capable of lifting 10 lbs desired
- Volunteers should wear clothing appropriate for cleaning working outdoors in November, such as: gloves, boots, hats/caps, long pants, long-sleeved shirts, etc. Volunteers should wear appropriate clothing while cleaning, as cleaning solutions, trash, and more may stain or affect clothing. Group leaders should make sure that everyone in their group is wearing appropriate footwear (close-toed shoes).

Mental Requirements:

- Determination to accomplish a task with a group of fellow volunteers.

Environmental Requirements:

- Inside house is heated. Temperatures may fluctuate in November for outdoor work. Dress appropriately.

Time Commitment:

- Assist at least twice for 5+ hours during weekday business hours (weekend work will be considered upon availability)
- Specific hours will be arranged by the supervisor.

Dates available are:

- Two weekdays in November (weekends may be considered)

Group Size: 5-15 volunteers

Location: Rental property in North St. Paul

REGISTRATION INFORMATION:

Email the Volunteer Coordinator at volunteers@caprw.org if interested. Please include any questions, your group name, group size, and availability in November.

The mission of **Community Action Partnership of Ramsey & Washington Counties** is to eliminate poverty, offer support, and deconstruct the systems that cause and perpetuate economic disparities for people in our community. Community Action provides a variety of programs including Energy Assistance, Energy Conservation, Head Start, Early Head Start, and Financial Opportunity Programs. Visit 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.