Title: HEAD START - BOOKS FOR KIDS - COLLECTION PROJECT  
Reports To: Volunteer Specialist  
Type: Volunteer Position  
Duration: Short-Term Collection Project  

**Position Summary:**  
Children in our Head Start program are in need of books for our Centers and to encourage reading at home. Literacy is a very strong component of the Head Start program. Community Action Partnership of Ramsey & Washington Counties serves nearly 1,500 Head Start children yearly. In these early education programs, our team of educators, family advocates and volunteers help low-income youth from ages 3-5 prepare for success when they enter kindergarten. Our Early Head Start program assists families with younger children and pregnant women.  

**Benefits of Volunteering:**  
Fantastic team-building activity for a group of any size or age. Knowledge that you are helping children thrive!  

**Essential Functions:**  

**Duties & Responsibilities:**  
- An individual or group of volunteers will host a collection drive and/or purchase books  
- For each collection/assembly effort a minimum of five books is requested, more are welcome  
- Submit a timesheet to the Volunteer Specialist  
- If a group, the leader must keep track of the number of volunteers assisting and total hours donated  

**Book Requirements:**  
- Infant or toddler books, appropriate for 0 - 3 years of age  
- Preschooler books, appropriate for 3-5 year old children  
- New or gently used  
- Book must be clean when delivered  
- Backpack or re-usable bag to store the book when not being read (optional)  

*Please DO NOT include any additional items or notes. Thank you!*  

**Qualifications:**  

**Time Commitment:**  
- Time depends upon how many books that you wish to collect  
- This volunteer opportunity must be conducted entirely at your location and delivered to our St Paul office  
- Register *before* you begin collecting items and contact us *before* you drop them off  
- Books are accepted year-round  

**Location:** (drop off books)  
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.caprw.org/volunteer](http://www.caprw.org/volunteer) and email/scan it to volunteers@caprw.org  
Questions? Email volunteers@caprw.org or call 651-603-5979  

The mission of [Community Action](http://www.caprw.org) 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.caprw.org](http://www.caprw.org) to learn more. 2019