



Title: Home Restoration Crew
Reports To: CAPRW Housing Development Manager
Type: Volunteer Position (Group)
Duration: Flexible weekdays in December 2023

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 Forest Lake house for renting to a family in need this Winter!

Benefits of Volunteering:

As a volunteer, you will be under the guidance and supervision of experienced professionals. You will gain cleaning & maintenance experience and terrific exercise. With the rise of housing costs, your service will **directly support a low-income resident**. Your service is a partnership with Community Action to invest in our communities together!

Essential Functions:

Duties & Responsibilities May Include:

- Minor Landscaping: Beautify the outside of the house, including general yard work, depending on qualifications.
- Remove carpet and replace with vinyl flooring (depending on qualifications)
- Clean, repair, sand, spot prime, and caulk interior walls before painting as needed.
- Perform a final clean of the inside of the entire house, including cabinets, appliances, basement, windows, and outside surfaces.
- Other duties, especially skilled work in carpentry, painting, and more, can be assigned depending on group skillset and desire.

Safety: Responsible for conducting all duties in a safe manner. All protective equipment, such as glasses and N95 masks, will be provided.

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 trade skills such as **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:

- Patient, understanding, and willing to work as part of a team with minimal supervision.

Physical Requirements:

- Able to physically respond to the demands of physical labor, such as cleaning debris, scrubbing walls, picking weeds, painting, climbing on stools, etc.
- Capable of lifting 10 lbs desired
- If applicable, volunteers should wear clothing appropriate for cleaning working outdoors. Volunteers should wear appropriate clothing while cleaning, as cleaning solutions, dirt, and more may stain or affect clothing.

Volunteer Position Description

Mental Requirements:

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

Environmental Requirements:

- Ability to adapt to winter temperature fluctuations in December for any outdoor work.

Time Commitment:

- Specific hours will be arranged by the supervisor based upon availability.

Dates available are:

- Flexible weekdays in December 2023

Group Size: 5-15 volunteers

Location: Forest Lake, MN

REGISTRATION INFORMATION:

Please fill out a [Group/Organization Volunteer Application](#), or go to: <https://caprw.org/take-action/volunteer.html>

Questions? Email the Coordinator of Volunteerism & Internships at volunteers@caprw.org!

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.