



Title: Home Restoration Crew  
Reports To: CAPRW Housing Development Manager  
Type: Volunteer Position (Group)  
Duration: Flexible weekdays in June and July 2025

**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. We recently acquired a new home in Shoreview for our Affordable Housing program. We are seeking a dedicated group of 5-15 volunteers to prepare this property for renting to a family in need!

**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 family**. Your service is a partnership with Community Action to invest in our communities together.

**Essential Functions:**

**Duties & Responsibilities May Include:**

- Landscaping: Help beautify the home's exterior by weeding and planting. Skilled volunteers may assist with tasks such as sodding, soil regrading for drainage, and installing river rock and edging.
- Painting: Support interior painting efforts by painting prepped walls. Skilled volunteers may also assist with surface prep, including sanding, spot priming, caulking, and minor repairs.
- Cleaning: Perform a final deep clean of the home's interior, including cabinets, appliances, windows, basement, and exterior surfaces.
- Other duties: Volunteers with experience in carpentry or other skilled trades may be assigned additional tasks based on interest and group capabilities.

**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:

- Ability to prioritize and manage multiple tasks
- Must be able to function independently with minimal supervision, accept support as needed, and be an effective team member
- Must be self-motivated, dependable, and demonstrate both leadership skills and mature judgment abilities
- Must sign a Waiver of Liability

## Volunteer Position Description

### **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 20 lbs desired. When applicable, volunteers should wear clothing appropriate for working outdoors or cleaning, as solutions, dirt, and more may stain or affect clothing.

### **Mental Requirements:**

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

### **Environmental Requirements:**

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

### **Time Commitment:**

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

### **Dates available are:**

Flexible weekdays in June and July 2025 [*Weekends may be available upon request*]

**Group Size:** 5-15 volunteers

**Location:** Shoreview, MN

### **REGISTRATION INFORMATION:**

Please fill out a Group Volunteer Application on our website: <https://caprw.org/take-action/volunteer.html>

Questions? Email the Coordinator of Volunteerism & Internships at [volunteers@caprw.org](mailto:volunteers@caprw.org)

The mission of **Community Action** is to invest in people experiencing poverty to build generational prosperity. Community Action Partnership of Ramsey & Washington Counties provides a variety of programs including Energy Assistance, Energy Conservation, Head Start, Early Head Start, and Financial Opportunity Programs. Visit [www.caprw.org](http://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.*