

Community Action Partnership of Ramsey & Washington Counties
Volunteer Position Description

Title: BIKE GIVE AWAY HELPER

Reports To: Early Head Start Supervisor

Type: Volunteer Position

Duration: One Time - 2-hour shift On Saturday, April 17, 2021

Position Summary:

Community Action Partnership of Ramsey & Washington Counties is committed to assisting low-income families. Our Head Start and Early Head Start are looking for volunteers to help get free bikes to children enrolled in our program. We need help moving bikes from our parking lot into the families' cars.

Benefits of Volunteering:

An opportunity to help low-income families get access for their children to receive a free bike and helping children & families thrive!

Essential Functions:

Duties & Responsibilities:

- Moving, lifting, and loading bikes into cars
- Bring helmets to cars
- Directing traffic
- Checking/signing families in
- Other duties as assigned

Safety: Responsible for conducting all duties in a safe manner. We will be observing all COVID protocols including; wearing a mask, social distancing and washing hands frequently.

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

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

- Communicate effectively
- A team player
- Ability to work in a fast paced environment
- Problem solve
- Ability to lift up to 40 pounds

Physical Requirements:

Volunteers must be able to stand and walk for the duration of their shift (**2 hours**). The volunteer position requires the volunteer to be outside for the duration of their shift and lift & load up to 40-pound bikes into cars.

Mental Requirements:

Position requires a volunteer to work in a fast-paced environment.

Environmental Requirements:

This position requires the volunteer to be outside for the duration of their shift. Please dress appropriately. Water and a light snack will be provided.

Time Commitment:

2 hours

Location:

450 N Syndicate Street (Parking Lot)
St Paul, MN 55104

Apply to Become a Volunteer:**Two ways to sign-up for this volunteer opportunity**

- Click here to apply <https://forms.gle/EQfr1zrPRDE9Qp9d8> **OR**
- Call to sign-up (612) 839-0045

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.