



Title: HEAD START - OFFICE HELPER
Reports To: Head Start ERSEA Manager or Head Start Health Services Manager/Coordinator
Tasks may be assigned by various team members
Type: Volunteer Position (Internship Available)
Duration: Fall, Spring and/or Summer; ongoing

Position Summary:

Community Action Partnership of Ramsey & Washington Counties is committed to providing low-income families assistance. Our team of home visitors and volunteers help pregnant women and youth from birth to age three. Preschools offers high quality education for children ages 3-5. Assist the Head Start recruitment-enrollment or health services teams.

Benefits of Volunteering:

Learn about an office setting while gaining professional skills. Knowledge that you are helping children & families thrive!

Essential Functions:

Duties & Responsibilities:

- Recruitment/Enrollment: Assist with the preparation of application forms, recruitment packets, place stickers or tags on recruitment items, make phone calls, miscellaneous office tasks or assist at events
- Health Services: organize physical files, scan and prepare participant information, data entry, and other tasks as needed. Must be detail oriented and able to stand for long periods when filing
- All Volunteers: Your specific assignment will depend upon greatest need of the Head Start team
- Other duties as assigned

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 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:

- Filing and computer skills or ability to learn; interest in medical or administrative functions
- Able to work independently after task described, and ask for help when needed
- Flexibility to assist in a busy department and dynamic environment/work space
- Must be comfortable interacting with people of diverse backgrounds, education, economic status, and culture
- Demonstrated ability to handle confidential information in a professional and discreet manner
- Fluency in English language (written and spoken). Bilingual in Hmong, Karen, Nepali, Somali, Spanish or another language desired
- Must successfully pass a criminal background check and provide references
- Ability to turn in timesheet on a monthly basis to the Volunteer Specialist

Physical Requirements:

Physical dexterity to add stickers, compile information packets, use a stapler, and other office tasks.

Mental Requirements:

Normal office requirements

Environmental Requirements:

Normal office environment

Time Commitment:

All volunteers must be able to commit 2+ hours at least 2+ times per month for 3+ months. Office hours are from 8:00am-4:30pm Monday – Friday, scheduled with the supervisor. Available for Fall, Spring and/or Summer; ongoing - unless the position has been filled.

Location:

450 Syndicate St North, St Paul, MN 55104 (Office is located on the Green Line train route.)

Advance Registration for College Students:

Yes, you can reserve this internship position by registering in advance. Example: be accepted for fall term by registering during spring term and meeting with us before you depart for the summer.

REGISTRATION INFORMATION:

Complete an Ongoing Registration Form at www.capr.org/take-action/volunteer and email/scan resume & references to volunteers@caprw.org

Questions? Email or call 651-603-5979

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.

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