



Title: **Outreach Volunteer**
Reports To: Outreach Manager
Type: Volunteer
Duration: Ongoing (throughout the year)

Position Summary:

Partner with Community Action to support our community! As an Outreach Volunteer, you will play a vital role in promoting the mission and activities of Community Action Partnership — and you will be able to share your story and passions with community members at events where CAPRW participates. Your passion for community engagement and effective communication skills will be instrumental in connecting CAPRW with potential supporters, clients, and partners. If you have a passion for networking and connecting with diverse individuals, organizations, and community leaders, being an Outreach Volunteer might be a perfect fit for you!

We are passionate about engaging our community in our work – one of our initiatives is inviting current or future volunteers to table at events with us to connect with our community. You will receive an orientation to our agency and work together with a staff at the event. See below for more details!

Benefits of Volunteering:

You will receive free admission to events with the opportunity to have meals provided (if applicable). This is a great networking opportunity, where you can connect with diverse individuals, organizations, and community leaders. Also gain communication and networking skills!

Essential Functions:

Duties & Responsibilities:

- Represent CAPRW and share initiatives: Be a representative for us! Share information about our organization's programs, projects, and events to generate interest and encourage participation from the community. (All training will be provided)
- Connect with community members: Form **connections** with community members, whether it be through sharing your story or listening to theirs. **Listen** actively to community members, **empathize** with their perspectives, and **provide a supportive space** for them to share their stories as well.
- Support Outreach Staff: If applicable, support outreach staff with various tasks, such as setting up and dismantling event booths and distributing informational materials to attendees.
- 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 16 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:

- Strong communication and interpersonal skills.

- Passion for community engagement and making a positive impact.
- Self-motivated and able to work independently or as part of a team.
- Flexibility in working in various outreach settings and adapting to different audiences.
- Must be comfortable interacting with people of diverse backgrounds, education, economic status, and culture
- Fluency in English language (spoken). Bilingual in Hmong, Karen, Nepali, Somali, Spanish or another language desired

Physical Requirements:

Ability to lift 20 lbs (desired).

Mental Requirements:

Must be able to function independently with minimal supervision, accept support as needed, and be an effective team member.

Environmental Requirements:

Ability to adapt to summer temperature fluctuations and weather conditions (heat, cold, raining). Advance notice will be given to dress appropriately for the event!

Time Commitment:

Minimum of 1-4 hours per event depending on event details. Frequent weekend or evening events may occur, depending upon your availability.

Location:

Varied throughout Twin Cities Metro.

REGISTRATION INFORMATION:

Complete a Volunteer Application at <https://caprw.org/take-action/volunteer.html>.

Questions? Email volunteers@caprw.org or call 651-603-5940

The mission of **Community Action** is to **eliminate** poverty, **offer** support, and **deconstruct** the systems that cause and perpetuate economic disparities for people 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, 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.