



Title: **HEAD START - AUDIO VIDEO PRODUCER**  
Reports To: Head Start - Health Services Manager/ Data Analyst  
Type: Volunteer Position (Internship Available)  
Duration: Fall 2019, Spring 2020 and/or Summer 2020 ongoing

**Position Summary:**

A volunteer/intern individual or team will produce informational audio, videos or graphics focused on the Head Start program. The content will be posted in multiple locations to educate people about the depth and breadth of Community Action's Head Start program.

**Subject Area:** Choose to produce content for one or more topics:

A. Marketing and Recruitment for new Head Start Families -

1. Early Head Start (pregnancy thru child age three).
2. Head Start - preschool Center (children age three to five).

Thirty-seconds to one minute in length for each topic; Multiple languages (optional).

B. Head Start Services -

1. Family Services, Health Services, Head Start Classrooms, and possibly more topics.
2. Information for parents: Nutrition, Transportation Behavior & Policy, Family Involvement, Emergency Procedures (including weather related closings), etc.
3. Profiles of Head Start alumni, employees, classroom & office volunteers.
4. Training/ Other topics: Civil Rights, Form Completion, kids sing-a-long, etc.

Two to five minutes in length for each topic; Multiple languages (optional).

**Format:** Two format options:

- A. Interview-Based Video: Conduct pre-production meeting with the Head Start team, shoot footage & audio, review/sort/edit footage, develop story and transitions in editing software, closed captioning, add graphics and audio as needed, finish with post-production meeting and debuting the video.
- B. Graphics-Audio Video: Create info-graphics, illustrated-action or slideshow-style narrated video about a topic (this option may be done via remote-work).

**Benefits of Volunteering:**

Learn about a community organization while gaining professional skills. Networking with professionals. Audio/Video to add to your portfolio. Knowledge that you are helping children and families thrive!

**Essential Functions:**

**Duties & Responsibilities:**

- One or two persons must serve as the "lead" producer/director if a group is creating the content
- Final edit of the content must be approved by the supervisor
- Gain extensive experience of working with the Community Action team; Project will be determined by Head Start team-members and needs of the department
- Refine research, writing and production skills
- Develop interview skills with questions aimed at gleaning information related to the Head Start program
- Create interesting & exciting content for viewing on phone, computer or smart-device
- Audio/Video will be intellectual property of Community Action Partnership of Ramsey & Washington Counties with distribution rights, though you can include the it in your portfolio
- 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. High school diploma or GED desired
- Must have access to audio or video production equipment (camera, lights, sound, editing, etc.) and/or Graphics-video or design software to create the narrated info-documentary

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

- 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
- Possess pre and post production skills. Tasks can be done by various members of the team
- Ability to pull a problem apart and figure out how to fix it or consult with the supervisor
- 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:**

Depending upon production needs

### **Mental Requirements:**

Ability to prioritize and manage multiple tasks

### **Time Commitment:**

Depends upon topic, hours will vary total per audio-video (multiple people can assist with the production).

### **Location:**

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

Volunteer from home or school with occasional meetings with supervisor during weekday daytime hours. Graphics-video format can be created remotely via Skype or phone meetings with the supervisor.

### **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.caprw.org/volunteer](http://www.caprw.org/volunteer) and email/scan resume & references to [volunteers@caprw.org](mailto: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.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.*

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