



Title: **VOTER REGISTRATION DRIVE ASSISTANT**
Reports To: Civic Engagement Coordinator
Type: Volunteer Position (Internship Available)
Duration: Fall 2019

Position Summary:

Engage community members to ensure they have a voice in the upcoming election! This fall St. Paul will hold City Council elections, while City Council elections may seem small, the City Council has a big impact on many issues in our community such as housing, policing, education, parks, and more.

Benefits of Volunteering:

Gain knowledge around the election and voter registration processes and promote democracy and civic engagement.

Essential Functions:

Duties & Responsibilities:

Volunteers will operate the voter education booth in Community Action Partnership's Lobby assisting community members with voter registration and educating community members on where to vote and how to access information about candidates. Volunteers must keep track of the number of people they talk as well as the number of people who register to vote with during their shift. 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 have the ability to interact with the public with a professional demeanor
- Possess customer service skills
- Must have an interest in promoting civic engagement in the community
- Must be comfortable interacting with people of diverse backgrounds, education, economic status, and culture
- 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:

- Attention to detail to ensure accurate form completion
- Flexible regarding task assignments
- Able to work independently after task described, ask for help when needed
- Volunteers must attend an orientation prior to their first shift
- 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 reference
- Ability to turn in timesheet on a monthly basis to the Volunteer Specialist

Physical Requirements:

Normal office exertion required.

Mental Requirements:

This position requires the ability to prioritize and manage multiple tasks. Must be able to function independently with minimal supervision, accept support as needed, and be a positive team member. Must be self-motivated, dependable, and demonstrate both leadership skills and mature judgment abilities.

Environmental Requirement:

Busy lobby area, temperature may fluctuate.

Time Commitment:

Minimum to assist for at least 4 shifts (minimum of 8 hours total)

The specific shifts will be arranged with the supervisor after orientation

Dates: September 2nd through Election Day on November 5th, 2019

Shifts: Mondays, Tuesdays & Thursdays for two hours from 10 AM-12 PM and 12 PM-2 PM

Location:

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

More Details:

Community Action Partnership of Ramsey & Washington Counties firmly believes in the importance of community members having their voices heard through local, state, and national elections. Before each election Community Action Partnership runs a Voter Registration Drive to make sure community members are registered and have all the information they need to cast their vote!

REGISTRATION INFORMATION:

Complete an Ongoing Registration Form at www.caprw.org/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.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.

2019