



Title: **HEAD START - CLEAN THE BUS**  
Reports To: Maintenance Supervisor or Maintenance Technician  
Type: Volunteer Position (Individual or Group)  
Duration: April - November, yearly

**Position Summary:**

Beautify buses for preschool passengers! Your efforts will help our Head Start children have a terrific ride to class.

**Benefits of Volunteering:**

Gain vehicle cleaning/detailing experience, and terrific exercise. Knowledge that you are helping children thrive!

**Essential Functions:**

**Duties & Responsibilities:**

- Assist with the cleaning of Head Start buses. Clean interior windows, wipe down the walls, seats, dashboard, hand-rails, ceiling, and mop the floor & steps of each bus
- Remove and wipe clean the “star” booster seats for kids
- If there is additional time, you can assist with yard-work at the Head Start Center
- 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 or age 13+ with an adult present
- Experience with washing a vehicle and general cleaning desired

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

- Show interest in beautifying buses
- Ability to work as a member of a team and independently with little supervision
- Must be comfortable interacting with people of diverse backgrounds, education, economic status, and culture
- Fluency in English language. Bilingual in Hmong, Karen, Nepali, Somali, Spanish or another language desired
- Ability to turn in timesheet to the Volunteer Specialist

**Physical Requirements:**

- Able to physically respond to the demands of cleaning and maintenance tasks
- Capable of lifting 10 lbs, stretch, bend and stand for periods of time
- Must be able to tolerate a mild bleach solution used to clean buses; wear old clothing & shoes which may be affected by contact with a mild bleach solution. Please bring your own rubber gloves (used for washing dishes), if desired

**Mental Requirements:**

Ability to follow instructions and work independently

**Environmental Requirements:**

Normal office environment. Outdoor temperatures may fluctuate

**Time Commitment:**

- One or more times for 2+ hours between 7am to 2pm
- Fridays only during the school year (September - June)
- Weekdays during the summer, thru July 15
- Temperatures must be above 40 degrees Fahrenheit
- Specific hours will be arranged by the supervisor
- Register and schedule at least two weeks in advance, due to logistics

**Group Size:** One to thirty members. Groups will break into teams of 2-5 people per bus

**Locations:**

Ruth Benner Center at 586 Fuller Ave, St Paul, MN 55103 (Located on the Green Line train route.)

**REGISTRATION INFORMATION:**

Complete a Short-Term Registration Form at [www.caprw.org/volunteer](http://www.caprw.org/volunteer) and email/scan it 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.*

2019