



Ramsey County Community Human Services - Volunteer Services Unit
160 East Kellogg Boulevard, Room 9800
St. Paul, Minnesota 55101-1494
Telephone: (651) 266-4090 Fax: (651) 266-4439

VOLUNTEER SERVICE DESCRIPTION

Anti-racism Leadership Team Support

Purpose:

To support the Anti-racism Leadership Team (ARLT) in their work to end racial and cultural disparities within the Ramsey County Human Services Department.

Duties/Responsibilities:

1. Attend team meetings as assigned.
2. To prepare and distribute meeting agendas.
3. To record and distribute meeting minutes.
4. To prepare information for posting on the web.
5. Special projects as assigned.

Qualifications:

1. Must be at least 18 years of age.
2. Must possess excellent writing and listening skills.
3. Must be a competent user of Microsoft Office Suite and Outlook.
4. Ability to operate office equipment such as a copy machine, fax machine, document shredder, multi-line telephone system, etc.
5. Cooperative attitude.
6. Be open to new concepts and be committed to ending racial disparities.
7. Must be punctual, dependable and reliable.

Time Commitment:

The minimal commitment for the ARLT Support position is a 12-month term. Team meetings are regularly held on the first Tuesday of the month, 1:30 to 4:30pm, and on the third Tuesday of the month, 1:30 to 3:00 pm.

Location:

ARLT meetings are held the Ramsey County Government Center East building.

Supervisory Plan:

ARLT Support volunteers are under the direct supervision of his/her assigned staff person with additional support and guidance provided by the Volunteer Services Coordinator. The Volunteer Services Coordinator, in cooperation with other agency staff, will provide general orientation and position specific training.

Benefits:

- Opportunity to learn new skills, or to maintain existing skills.
- Sense of accomplishment and personal satisfaction.
- Opportunity for professional networking.
- Opportunity to make a contribution and make a positive impact on the services provided to the citizens of Ramsey County.
- Orientation and training.
- Reimbursement for mileage or bus fare.
- Reimbursement for parking expense.
- Meal allowance for shifts greater than 6 hours.
- Eligible to receive, upon request, 2 complimentary tickets (per month) to the Omni Theater at the Science Museum of Minnesota for the 6:00 p.m. show on the last Thursday of the month.