

**RANCHO BERNARDO NEIGHBORHOOD WATCH  
POSITION DESCRIPTION  
“AREA COORDINATOR”**

POSITION: An Area Coordinator (AC) will be identified for each major area in the 7 Districts of Rancho Bernardo. The AC will report to the appropriate District Coordinator and be responsible for maintaining a full organization of Block Captains within his/her Area. The AC is one of the key leaders for the community in getting important information from the Storefront out to the residents of the community.

ACTIVITIES: The Area Coordinator will be responsible for the following activities:

1. Block Captain Recruiting – Maintain a current status of Block Captain vacancies and solicit assistants and replacements as needed
2. Block Captain Training support – Support periodic training sessions for new BCs by working with the Storefront staff and ensuring attendance at seminars
3. Crime Awareness and neighborhood alert for the Area – Develop a close working relationship with the District Crime Analyst and the Storefront Statistician in order to distribute crime information to BCs in a timely manner.
4. Personnel support for the District EPP program – Support communications link between District Coordinator and Block Captains in the RB Emergency Alert program
5. Assistant Area Coordinator – Identify an assistant who can learn the job and assume the responsibilities of AC should the AC be unavailable for work or meetings