

# RANCHO BERNARDO NEIGHBORHOOD WATCH

## POSITION DESCRIPTION

### “BLOCK CAPTAIN”

POSITION: A Block Captain (BC) will be identified for each block in the Rancho Bernardo NHW organization. The BC will report to the appropriate Area Coordinator and be responsible for updating all personnel data on the block with the Storefront NHW staff. Little or no time expenditure is normal.

ACTIVITIES: The Block Captain will be responsible for the following activities:

#### 1. Data Base Development

Maintain a Master Block Listing or Spreadsheet with names, addresses, phone #, emails, etc and provide a copy for the Storefront database (Completed Personal Confidential Form for all residents desirable, but not mandatory)  
Provide Annual Updates with Storefront if applicable

#### 2. Neighborly Functions (if appropriate)

Conduct Evening Walks – pairs recommended; check NHW sign condition  
Assist neighbors - Mail Awareness; Vacation check; Elderly checks  
Maintain awareness of suspicious Stranger/Vehicles; Report as appropriate

#### 3. Spreading the Word

Phone/Email Contact – RB E-news availability, Personal e-news,  
Seminar phone alerts and action  
Block party support - August or other times – Flyers available; speakers available

#### 4. Emergency Support

Phone Procedures – 911 vs 484-3154 ; Block-Area-District contacts  
EPP connection - District Leader; disaster support; Community Center – HQ

#### 5. Attend Area and District meetings and seminars as appropriate