

RANCHO BERNARDO NEIGHBORHOOD WATCH POSITION DESCRIPTION “DISTRICT COORDINATOR”

POSITION: A District Coordinator (DC) will be identified for all 7 Districts of Rancho Bernardo. The DC will report to the RB Neighborhood Watch Coordinator and be responsible for maintaining a full organization of Area and Block Captains within his/her District. The DC is critical in the NHW organization for getting important information from the Storefront out to the residents of the community. Depending on the maturity of the District organization, expected time requirements can range from 5 – 10 hours/month.

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

1. Area Coordinator Recruiting – Maintain a current status of AC vacancies and identify assistants and replacements as needed. Work with AC’s to identify new Block Captains and attend District/Area meetings when required.
2. Block Captain Training support – Support periodic training sessions for new BCs by working with the Storefront staff and ensuring attendance at seminars. Support RB NHW Coordinator on administrative tasks as required.
3. Crime Awareness – Obtain a Volunteer in Policing (VIP) SDPD security clearance to discuss or review confidential police information. Recruit and develop a close working relationship with a District Crime Analyst and the Storefront Statistician to ensure timely crime alerts to District residents.
4. NHW Board of Advisors – Attend bi-monthly meetings at Library on 3rd Tuesday of odd months. Support policies and guidelines established by the SDPD, the Community Council and the Public Safety Committee. Make recommendations to the PSC through the RB NHW Coordinator. Work to improve public relations and publicity.
5. District EPP program – Recruit a person to handle District Emergency Preparedness and establish a District EPP program and organization. Attend exercises and meetings as required.
6. Assistant District Coordinator – Identify an assistant who can learn the job and assume the responsibilities of DC should he/she be unavailable for work or meetings and, eventually, resign the position.