

EAST BDE MAKA SKA

Neighborhood Block Communication Program Block Captain Guide

Duties & Expectations

- Compile & Maintain Block Database
- Mobilize & Engage Block Members
- Model Positive, Ethical, & Kind Behavior
- Act as Key Contact for Block Communication
 - For R2R Block Communication
 - As Block Representative to General Neighborhood
- Attend & Participate in Block Leaders Monthly Meetings
- Collaborate w/ Greater Team to Develop, Implement and Improve Block Communication
- Collaborate w/ Board to Effectively Engage & Develop Block Communication Strategies

General Structure of Block Communication

- Block Leaders to Form & Implement Communication Tree
- Quickly Categorize Incoming Alerts/Communication from Neighbors
 - Engagement Opportunities & Events
 - Property Safety Concern - 311
 - Personal Safety Concern - 911
 - Overall Public Safety Concern
 - Isolated Safety Threat - Block
 - General Safety Threat - Neighborhood
 - Emergency Call to Action
- Distribute Alert/Communication Effectively through Database Groups in Timely Manner
- Maintain/Update Block Contacts

Desired Skills

- Excellent Communication & Organizational Skills
- Knowledge Using Google Drive & Platforms
- Proficient Ability to Engage Mobile Devices for Communication
- Desire to Unite & Positively Uplift Others
- Commitment to Cultivating a Fun & Safe Community for All

Time Commitment

1-Hour/Month: Block Leader Team Meeting (Virtually)

30-Min/Week: Update/Maintain Block Contacts & Board

As Needed: Execution/Implementation of Communication

As Needed: Feedback Loop w/ Residents & Board to Improve and Develop Program

Ideally a Minimum Commitment of 6 Months

Co-Leading blocks can help spread the responsibilities & time commitments out between two individuals. Maximum of 2 Co-Leaders per block.