

## Block Captain Responsibilities:

The primary duties of the Block Captains' are to share information with Block Members and to assist the Program Coordinator with events and meetings.

- Act as a liason between homeowners on your block (Block Members) and the Program Coordinator.
- Notify the Program Coordinator when a new homeowner moves into a new construction home on their block. The Program Coordinator will use this information to update the Kitts Creek Block Designation Map.
- Update telephone tree with new homeowners on your block. The telephone tree will be used as a means of communication between the Block Captain and Block Members.
- Welcome new neighbors and educate them and existing neighbors on the Kitts Creek Community Watch Program.
- Encourage all members on your block to participate in the Kitts Creek Community Watch Program.
- Solicit members on your block to attend Kitts Creek Community Watch meetings.
- Can be a contact person for "out of town" homeowners on their block.
- Keep in contact with Block Members so they are aware of any neighborhood problems.
- Coordinate check-ins on shut-in residents such as the elderly or anyone who is homebound.
- Find a replacement if no longer able to fulfill the duties of a Block Captain.