



## SchoolPool Neighborhood Captain Job Description:

The Neighborhood Captain Organizer is the main organizer of the SchoolPool program. His/her responsibilities would be to:

- Participate in identifying the neighborhoods within the school district
- Participate in identifying the routes and key landmarks on those maps
- Recruit volunteers from each neighborhood to act as captains for that neighborhood
- Train and support the volunteer captains:
  - Provide them with an overview of the program, its goals and objectives
  - Pass along the lists of the people in each neighborhood interested in participating in the neighborhood network
  - Provide templates of email communications for captains to send to interested participants
  - Keep the captains updated on the progress of the program
  - Provide the captains with tips for organizing in the neighborhood (see Captain's Guide)
  - Inform captains of any incentive programs sponsored by the school's Safe Routes to School program.
  - Optional - organize Riding with Youth bike training for families

