



SchoolPool Neighborhood Captain Job Description:

Neighborhood Captains are responsible for organizing SchoolPools within their own neighborhoods. They will use the lists generated through the SchoolPool program to contact families within their designated neighborhood and help them to organize these SchoolPools on a regular basis. A Neighborhood Captain's key responsibilities are:

- Inform neighborhood of locations and schedules for walking school buses and bike trains
- Help to match up people geographically and by mode choice
- Provide route map information (if available), tips and guidelines
- Use email templates to do outreach and provide updates to members of their neighborhood network
- Provide all neighborhood participants with email contacts
- **Optional:** Organize neighborhood gathering so people can meet each other and discuss possible travel options.
- **Optional:** Create a list serve or set up a Facebook group or nextdoor.com site to allow ongoing communications among participants.

