

SUN CITY LINCOLN HILLS NEIGHBORHOOD WATCH

QUICK START GUIDE FOR VILLAGE COORDINATORS

This is a summary only - for additional information and or clarification see NW Handbook Chapter 5 – Village Coordinators.

WHO

The Village Coordinator communicates with their Mailbox Captains & verifies copies of their *Mailbox Captain Resident Contact Information Reports* are updated each February 15th, Coordinators may have a co-coordinator to share responsibilities or to act in their absence.

WHAT

With guidance from their director, each coordinator is assigned a village and:

- **IS A VOTING MEMBER** of Neighborhood Watch,
- **ATTENDS** the Annual & General Meetings, workshops and/or online training on NW Website at SCLHWatch.org,
- **PROVIDES** guidance and assistance to their Mailbox Captains to enable them to complete their duties/responsibilities.
- **RECEIVES** copies of the *Mailbox Captains Resident Contact Information Report* from each Mailbox Captain and
- **FOLLOWS UP** with Mailbox Captains if not received by February 15th,
- **ENSURES** *Mailbox Captain Resident Contact Information Report* is shared only between Coordinator & Mailbox Captains,
- **ACTS AS TEMPORARY MAILBOX CAPTAIN** if position becomes vacant.
- **PROVIDES COPY** of *Mailbox Captain Resident Contact Information Report* to assigned Director OR another Captain *so two people have a copy of the form*,
- **REVIEWS** *Coordinators List of Mailbox Captain report* each February 15th. If NO changes, input DATE REVIEWED & sends copy to assigned Director & Director of Volunteer Records (DVR)
- **UPDATES** *Coordinators List of Mailbox Captain reports* **WHENEVER changes occur**, input DATE UPDATED – sends copy to assigned Director, DVR & Coordinator's assigned Mailbox Captains.
- **DOCUMENTS** changes, additions and/or deletions on the NW Change Form & sends updated *Coordinators List of Mailbox Captain reports* & completed NW Change Form(s) to assigned Director & DVR via email at NWDirectorVR@sclhwatch.org
- **ENROLLS** in *Neighborhood Watch Alerts Program* via NW website at SCLHWatch.org (Click ADD Me to Alerts button)
- **NOTIFIES** assigned Director of any safety, security or special events occurring in their village,
- **INCLUDES** their assigned Director (Blind Copy) on all email communications written by the coordinator for Neighborhood Watch,
- **INVITES** their assigned Director to occasionally attend their Mailbox Captains' meetings,
- **REVIEWS** NW Policies and Procedures via NW website at SCLHWatch.org

WHEN, WHERE AND HOW

Each Coordinator, downloads and read the NW Handbook, and:

- **ATTENDS** the Annual and General Meetings, coordinator workshops and/or online training on NW Website,
- **MAINTAINS** access to a computer with internet, an email address, basic level computer skills, and people skills,
- **MAINTAINS** their *Coordinators List of Mailbox Captain reports* as a word document or similar,
- **SUBMITS** *Coordinators List of Mailbox Captain reports* to their Director & DVR each February or whenever changes occur,
- **MAINTAINS** CONFIDENTIALITY by sending emails to their residents using the BCC feature (blind copy),
- **KNOWS** their neighbors – it enhances neighborhood safety,
- **VISITS** the NW Website for forms, flyers, and other safety related information SCLHWatch.org .

WELCOME TO NEIGHBORHOOD WATCH – WE ARE GLAD YOU ARE HERE!



Neighborhood Watch thanks the Lincoln Hills Foundation for their ongoing support and funding. LincolnHillsFoundation.org