



HILLSBORO DOWNTOWN  
PARTNERSHIP

# Block Captain POSITION DESCRIPTION

**TITLE:** Block Captain

**POSITION SUMMARY:** A Block Captain is an ambassador of Hillsboro Downtown Partnership (HDP). The face-to-face time offered by Block Captains is one of the channels that help keep communication flowing both directions between businesses and HDP. They distribute materials and communication about all things related to Downtown, including resources, events, construction, property vacancies, business activity, and city developments. They also take ideas, news, and concerns from businesses back to HDP. Block Captains enjoy this once a month interaction with their assigned businesses, and businesses are happy to have someone who is looking out for them, keeping them updated of 'what's up Downtown'.

**LOCATION:** Downtown Hillsboro

**REPORTS TO:** Executive Director

**AGE REQUIREMENT:** Minimum 16 years old

## IMPACT OF THE POSITION

- Businesses will stay informed and connected to what's happening in Downtown.
- HDP will keep a finger on the pulse of the community it serves.

## BENEFITS OF INVOLVEMENT

- You will be one of the most informed people Downtown.
- Opportunity to expand your professional network.

## RESPONSIBILITIES

- Distribute flyers and communication provided by HDP to your assigned businesses.
- Make a personal, 'face to face' connection once a month with 10-12 business owners, store managers, and property owners, if available.
- Have a casual, friendly conversation to gather information, help promote businesses and help HDP stay ahead of changes in occupancy/properties/customers, etc.
- Ask engaging questions like: 'What's new in your business? How are things going? Do you have any events coming up? Any changes planned for the next quarter? Know anything about the vacancy/property in this block?'
- Report back on key information or follow-up needed to HDP's Executive Director.

## SKILLS/QUALIFICATIONS

- Comfortable with talking to new people and having casual conversations.
- Confidence in saying, "I don't know, let me have someone get back to you on that".
- Basic knowledge of Downtown Hillsboro and the local area.

## DESIRED EXPERIENCE

- Some small business or marketing experience is desired, but not required.

**TRAINING PROVIDED:** A group or individual orientation about HDP and the specific responsibilities of this role will be required and provided before you begin your responsibilities.

**WORKING CONDITIONS:** Exposure to various weather walking between buildings. Some assignments may include going up stairs.

**TIME COMMITMENT:** Minimum of two hours per month for a year. Hours need not be consecutive.

**TO APPLY:** Please call or email the Executive Director at [director@hillsborodowntown.com](mailto:director@hillsborodowntown.com).