

Job Outline, Pay Periods and Approximate Hours per Task

INITIATION & START-UP:

▀ Revise Neighbourhood Conversation Guide for Neighbourhood	5
▀ Participate in Neighbourhood Connector Orientation Session	5
▀ Neighbourhood leadership orientation: Contract, support plan with community league, database option	2
▀ Create a Block Connector Map for the neighbourhood	5

Approximate Hours 17

PERIOD 1:

▀ Identify 5 Block Connectors	10
▀ Interview Block Connectors	2.5
▀ Block Connector Orientation with ACI Consultant	3
▀ Accompany Block Connectors on first interviews	5
▀ Report on initiative via website, Facebook page, newsletter, etc. (continue to report as able throughout the year, as fits your existing communications system)	3
▀ Receive interviews, information entry, and return interviews to Block Connectors	2.5
▀ City wide Neighbourhood Connector Meeting	2
▀ Report to community league/group (quarterly/select dates)	2
▀ Submit time sheet to community league	

Approximate Hours 30

PERIOD 2:

▀ Identify 5 <i>additional</i> Block Connectors	10
▀ Interview Block Connectors	2.5
▀ Accompany Block Connectors on first interviews	5
▀ Provide an orientation/conversation session for Block Connectors	3
▀ Receive interviews, information entry, and return interviews to Block Connectors	2.5
▀ City Wide Neighbourhood Connector Meeting	2
▀ Submit time sheet to community league	

Approximate Hours 25

PERIOD 3:

- Identify 15 *additional* Block Connectors 30
- Interview Block Connectors 7.5
- Accompany Block Connectors on first interviews 15
- Provide an orientation/conversation session for Block Connectors 3
- Receive interviews, information entry, and return interviews to Block Connectors 7.5
- City Wide Neighbourhood Connector Meeting 2
- Submit time sheet to community league

Approximate Hours 63

PERIOD 4:

- Identify 15 *additional* Block Connectors 30
- Interview Block Connectors 7.5
- Reminder to previous 25 Block Connectors to complete interviews 2
- Accompany Block Connectors on first interviews 15
- Provide an orientation/conversation session for Block Connectors 3
- Receive interviews, information entry, and return interviews to Block Connectors 7.5
- Report to community league/group (quarterly) 2
- City Wide Neighbourhood Connector Meeting 2
- Submit time sheet to community league

Approximate Hours 69

PERIOD 5:

- Identify 10 *additional* Block Connectors (for a total of 50 Block Connectors) 20
- Interview Block Connectors 5
- Accompany Block Connectors on first interviews 10
- Provide an orientation/conversation session for Block Connectors 3
- Receive interviews, information entry, and return interviews to Block Connectors 5
- Reminder to previous 40 Block Connectors to complete interviews 2
- City Wide Neighbourhood Connector Meeting 2
- Submit time sheet to community league

Approximate Hours 47

PERIOD 6:

- Receive interviews, information entry, and return interviews to Block Connectors 12
- Accompany Block Connectors on difficult interviews 10
- Reminder to 50 Block Connectors to complete interviews 2
- Creation of new groups of shared interest 10
- Host Block Connector Conversation and Associations gathering 3
- City Wide Neighbourhood Connector Meeting 2
- Submit time sheet to community league

Approximate Hours 39

PERIOD 7:

- Receive interviews, information entry, and return interviews to Block Connectors 12
- Last reminder to 50 Block Connectors to complete interviews 2
- Accompany Block Connectors on difficult interviews 10
- Host Block Connector Conversation and Associations brunch 3
- Creation of new groups of shared interest 10
- Report to community league/group (quarterly) 2
- City Wide Neighbourhood Connector Meeting 2
- Submit time sheet to community league

Approximate Hours 41

PERIOD 8:

- Receive interviews, information entry, and return interviews to Block Connectors 12
- Block Connector thank you, conversation and recommitment to Block Connector role event 3
- Creation of new groups of shared interest 10
- City Wide Neighbourhood Connector Meeting 2
- Submit time sheet to community league

Approximate Hours 27

PERIODS 9 AND 10:

- Information entry and collation 5
- Work with CL Exec on vision information and with volunteer coordinator on gift information 3
- Creation of new groups of shared interest 10
- Final report to community league 2
- City Wide Neighbourhood Connector Meeting 2
- Submit time sheet to community league

Approximate Hours 22

Total Approximate Hours listed on this form = 380

(Note: some tasks will be more or less than suggested here, thus we estimate the complete job to be approximately 400 hours.)