



Main Street Coon Rapids

Economic Vitality Team Job Menu

Main Street Coon Rapids runs on volunteers. Here are a few of the volunteer jobs that you can do.

- Share district's investment statistics with stakeholders on regular basis (city council, board, businesses, etc.)
- Collect and distribute basic market data (including available downtown properties)
- Organize business-oriented trainings
 - Select topics and find speakers
 - Schedule dates, times and location of events
 - Promote/communicate with business owners the opportunity
- Succession Planning
 - Discuss future plans with business owners to identify retirees
 - Find opportunities to recruit new owners
- Open 4 Business competition
 - Find businesses who want to expand or grow their businesses.
- Host quarterly 'Business After Hours' events
 - Schedule dates, times and location of events
 - Promote/communicate with business owners the opportunity
- First Dollar Presentation/ribbon cutting to new businesses
 - Organize date and time of presentation with new business
 - Promote event to community
 - Prepare plaque
 - Schedule photo with newspaper
- Milestone recognition for business anniversaries
 - Create annual schedule listing anniversaries
 - Place ad in newspaper
 - Schedule delivery of gift with committee
- Market Analysis
 - Work with MSI to collect market data
 - Work with MSI to analyze data
 - Communicate results to stakeholders (businesses, city council, CRDG, MSCR board, county supervisors, CADG, etc.)
- Christmas in July promotion
 - Recruit volunteer to play Santa
 - Order Coon Buck Gift Certificates
 - Travel with Santa to businesses to find shoppers
 - Take photos and post to Facebook
- Business Development/Market Research
 - Update business/property data for the Main Street district once a year
 - Market research on plausible and needed businesses in Coon Rapids
 - Research business start-up assistance/programs



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Organization Team Job Menu

Main Street Coon Rapids runs on volunteers. Here are a few of the volunteer jobs that you can do.

- Newsletter (Due January 1, April 1, July 1, October 1)
 - Ask team chairs to provide stories
 - Ask businesses for upcoming promotions or news
 - Edit stories and put into newsletter template
 - Send to executive director for final release.
- Website
 - Review quarterly for changes
 - Information entry on the website (calendar of events, updated page information, etc.)
- Public Presentations
 - Provide MSCR updates at outside organizational meetings (i.e. City Council, County Supervisors, CRDG)
- Graduate gifts for seniors (deadline May 1)
 - Purchase cards
 - Write congratulatory messages
 - Stuff envelopes
- CR-B banners (deadline May 1)
 - Collect senior photos
 - Design banners and send to printer
 - Communicate with CRMU regarding installation
- Annual meeting
 - Create fall event for community that includes entertainment, volunteer recognition and annual report presentation
- Fundraising
 - Create plan for future general fund fundraising (event, pledged, other ideas welcome)
- CR-B alumni outreach
 - Create alumni list with contact information
- Create volunteer programs
 - For employers
 - For high school
 - Communicate plan to businesses and school
- Volunteer appreciation gifts (deadline September)
 - Select gifts in multiple price ranges
 - Put gifts together for delivery or mail
 - Deliver gifts
- Thank you Cards
 - Hand write thank you cards as needed
- General Office work
 - Stuff envelopes
 - Deliver brochures to businesses and kiosks at Whiterock locations



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Promotion Team Job Menu

Main Street Coon Rapids runs on volunteers. Here are a few of the volunteer jobs that you can do.

- At all events**
 - Take photos
 - Set up
 - Tear down
 - Promote
- Extended Hours Events (Shop Local. Shop Late.)**
 - Coordinate retailers/restaurants to select dates
 - Collect cooperative advertising funds
 - Promote (create ads for newspaper, Facebook, channel 3, etc.)
- Easter Egg Hunt**
 - Promote
 - Confirm event details (location, time, etc.)
 - Solicit business participation
 - Purchase gifts, candy, eggs
 - Find Easter Bunny volunteer to wear bunny suit
 - Set up egg hunt
 - Hand out gifts
 - Clean up
- Main Street Block Party**
 - Promote
 - Location: select and ask city council for approval to close street
 - Reserve band
 - Order port-a-pots
 - Organize bouncy houses
 - Organize bags tournament
 - Reserve face painter
 - Work with bars and city on beer garden
 - Set up and tear down
 - Other activity ideas welcome
- Movies on Main**
 - Work with Mohr Construction to select dates
 - Location: select and ask city council for approval to close street
 - Promote
 - Able bodies to set up screen (5 people)
 - Set up AV equipment (2 people)
 - Traffic control (3 people)
 - Able bodies to take down the screen (5 people)
- Bike Rodeo (July 3)**
 - Location: select and ask city council for approval if streets need closed
 - Order helmets
 - Collect gifts for kids
 - Registration table/hand out gifts
 - Create obstacle course
 - Run obstacle course (6 people)
 - Tear down
- Scoop the loop nights**
 - Set dates
 - Promote
- Annual meeting** (ideas welcome)
- Homecoming** (ideas welcome)
- Cy/Hawk tailgate** (ideas welcome)
- Treats on Streets**
 - Promote
 - Confirm event details (location, time, etc.)
 - Solicit business participation
 - Set up and take down signs
 - Hand out candy
- Passport Program** (ideas welcome)
- Small Business Saturday** (ideas welcome)
- Christmas in a Small Town**
 - Parade
 - Reindeer
 - Legion meal
 - Kids crafts
 - Solicit business participation
 - Coon Bucks shop local promotion
 - Promote
- Coordinate Whiterock UTV Rides stop on Main**
- Golf cart parade** (ideas welcome)
- Trivia Night partnership** (ideas welcome)
- Games on Main: Tic-tac-toe, bags, etc.**
- 141 Garage Sales on Main** (ideas welcome)
- Live Nativity Scenes/live window displays** (ideas welcome)
- Farm-to-table tales** (ideas welcome)
- Farm table meal** (ideas welcome)
- BBQ competition** (ideas welcome)
- Blood Mary bar/breakfast** (ideas welcome)
- Community Events**
 - Develop a community event or series of activities that target teens
 - Develop a community event or series of activities that target adults (non family activity)
 - General event assistance: information out to businesses and the community; collect or prepare items for events and help with event execution from set-up to clean-up



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Design Team Job Menu

Main Street Coon Rapids runs on volunteers. Here are a few of the volunteer jobs that you can do.

- Host regular (quarterly) downtown clean-ups
 - Set Dates: March 13, May 8, Summer TBD, Fall TBD
 - Recruit volunteers
 - Rake flowerbeds, pull weeds, pick up trash, etc.
- Beautification projects
 - Fill planters in the spring, fall and winter
 - Select and install seasonal decorations in the boulevard
- Mini-grant program
 - Promote the program
 - Seek funding
- CDBG Downtown Revitalization Program to renovate building facades
 - Work with IEDA and building owners to understand criteria
 - Find architect
 - Work with city on funding stream
 - Complete application
 - Manage program if approved
- Grain bin art
 - Find funding
 - Grant writing
- Historic preservation education
 - Review Main Street Iowa preservation guidelines in order to write or find 12 preservation articles.
 - Create preservation scavenger hunts, public education tools, etc.
- Public restroom
 - Get security camera quote
 - Create sanitation plan
 - Create budget
 - Get new door quotes
 - Present plan to city council
- Maintenance/general labor
 - Help Main Street and business members with light maintenance and general clean-up
 - Recycling, clean and organize storage spaces, moving displays/furniture,
 - Indoor and outdoor painting
 - Landscaping – watering, pruning, weeding, etc.



Main Street Coon Rapids Administrative Job Menu

- ❑ Marketing/Advertising/Graphic Design
 - Create event flyers
 - Social Media development and post content
 - Information entry on the website (calendar of events, updated page information, etc.)
 - Create and/or execute advertising campaigns for print, radio, you tube and digital ads
 - Work with businesses to claim free business listings online – Google, Yelp, Trip Advisor, Etc.
 - Enter event information and content on Travel Iowa’s website
 - Research advertising opportunities and mediums to promote the organization and the community
 - Create digital presentations to promote the organization and the community
- ❑ Journalism/Writing
 - Research and help prepare successful grant applications
 - Interview business owners, community members and visitors and create short stories/articles
- ❑ Public Relations
 - Distribute shopping and dining guides to businesses and information centers
 - Write meaningful thank you notes to volunteers after big projects
 - Research and help prepare successful grant applications