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**CITY OF RIVERSIDE FIRE DEPARTMENT  
EXPLORER POST 101**

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**Section: 1  
Number: 1029**

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**SUBJECT: Explorer Post 101 event coordinator**

**Effective Date: 01/13  
Review Date: 01/14**

**POLICY:**

Any signed up event will have a designated Event Coordinator (s) that will be chosen by an Advisor or Training Officer. This coordinator will preferably be a Training Officer or acting Training Officer. The designated Event Coordinator will be responsible for sign ups, accountability and communicating among all fellow explorers. Being chosen as an event coordinator you must take full responsibility for all tasks that must take place, in order to fulfill the event to its fullest capability. At any time if you feel overwhelmed or that you may need more assistance such as an additional event coordinator you must communicate with a Post Advisor immediately to stay on track. Due to some events being such short notice we must also motivate one another to understand this is our time to give back to the RFD that allows us to train every Wednesday.