



## **Warrior Program Coordinator To-Dos**

### **Weekly:**

- Work with Youth Leaders to plan and host weekly training nights (i.e. food, materials, and people)
- Connect with Regional Coordinator for updates and support
- Connect with Youth Leaders for guidance and planning
- Connect with Community Lead (i.e. Health Director) for updates & approvals
- Add a "Previous week paragraph summary" to notes in Year One Report
- Add topics to upcoming Meeting Agenda
- Complete weekly meeting tasks

### **Monthly:**

- Work with Youth Leaders to plan and host monthly training weekends
- Update Success & Budget Tracker
- Review & prepare up-coming grant applications
- Visit and communicate directly with parents and guardians of youth

### **Seasonally:**

- Host community dinner
- Visit schools and connect with teachers & principal
- Send out a community update

### **Semi-Annually:**

- Inventory gear & re-order as required
- Review RCMP background checks & renew as required
- Submit Annual Report & Success and Budget Tracker (Deadline April & October)
- Present to Chief & Council/Executive Leadership (or if required for a special project)
- Review course qualifications and renew as required
- Review medical forms and media waiver and renew as required