

Job Description

Youth Coordinator

The ICSC Youth Services Coordinator is responsible for planning, overseeing, and directing the operations, services, and activities of an assigned Youth Services program or site. Performance requires the ability to work independently with initiative and discretion within established guidelines. This classification is distinguished from the Youth Services Advisor in that the latter has overall administrative and operational responsibility for Youth Services programs and services. He or she must integrate recreational and artistic activities with educational and spiritual components and provide leadership to youth, including but not limited to, spiritual tutoring and mentorship programs, community service, education, and cultural programs.

Part-time (non-exempt) position - 20 hrs/week

Essential Functions:

- Plans, directs, and oversees operations and activities of an assigned Youth Services program or site in compliance with rules, regulations, policies, and procedures; evaluates program effectiveness; recommends changes and implements Board decisions
- Maintains relevant curriculum in line with Youth Services Committee (YSC); collaborates with YSC on short-and long-term curriculum planning including, but not limited to, summer planning; field trips; and other activities
- Will report to the YSC regularly
- Conducts program assessments as required
- Serves as a liaison and resource for youth and parents; receives and responds to questions, concerns, and complaints from youth, parents, public, and community; determines issues and resolves, or refers to YSC; maintains open communication among all groups to serve the youth's best interests
- Performs administrative tasks, such as enrollment, social media, invitations, and flyers; conducts, attends, and schedules meetings; prepares reports and maintains records
- Performs other duties as assigned

- Develop and plan engaging programming that will attract the youth
 - **Weekly Sunday Series** - Teach a weekly curriculum that covers the basics of Islam. Lead the youth in a series of activities designed to have them interact with one another to form bonds of friendship, public speaking skills, and increased self-esteem and self-confidence.
 - **Youth Leadership** - Support the development of youth leadership by having them organize projects, activities, and presentations.
 - **Interfaith Forums** - Encourage and support youth participation in panel/round table discussions with youth from other faith in hopes to foster dialogue and a better understanding of other religions and harmony among people, while at the same time, empowering our youth to speak publicly about their faith in an effective manner.
 - **Summer Leadership Retreat** - Collaborate with YSC to develop programming and coordination of a getaway to nature designed to strengthen youth bonding and foster leadership skills.
 - **Winter Ski Trip** - Collaborate with YSC to develop programming and coordination for a ski trip designed to strengthen youth bonding and to foster leadership skills
 - **Community Service Opportunities** - Support and encourage participation in community service activities.
- Create an atmosphere that encourages the youth to build strong bonds of friendship that will encourage them to attend MYG events.
- Develop programming and a calendar for the upcoming academic year.
- Market youth program to the community.
- Work with membership committee and database to reach out to parents of youth group age children and invite them to bring their children to get involved in youth group.
- Encourage and support youth participation in ICSC and MPAC activities when requested.
- Support development with local university MSA/MSU chapters.

All interested candidates must email their resumes and cover letters to ***info@islamiccenter.com***.