

POSITION: Youth Coordinator

JOB REQUIREMENTS

- Minimum 18 years of age.
- A bachelor's degree from an accredited university.
- Minimum one (1) year of experience working within youth, teen, or family programming.
- Fluency in the English language, oral and written.
- Self-directed and detail-oriented.
- Demonstrated organization and communication skills.
- Demonstrated ability to work with diverse populations.
- Basic computer skills.
- Able to travel locally to meetings.
- Energetic & likeable demeanor with ability to lead, attract people, and interact with different age groups and genders in a positive manner.
- Good organizational skills and ability to effectively plan, organize, and execute youth programs.
- Able to network with internal and external communities.
- Capable of receiving and acting upon constructive feedback and suggestions.
- Experience planning and executing large-scale events, programs, and activities.
- Familiarity with issues faced by youth raised in North America.
- Positive character, morals, and manners.
- Ability to delegate responsibility and follow up to complete tasks.
- A motivator, mentor, and a leader for the youth in helping them to become contributing members of our society.
- Tolerant and calm, especially in difficult and stressful situations.
- Able to work weekends and some weekday evenings.

JOB DESCRIPTION

Coordinating the development of youth-run groups at ICGC and serving as a youth advisor by advocating and empowering youth, the primary role of the youth coordinator is to develop and facilitate programs that support youth education and personal development, provide development, coordinate and oversee youth services, and build a positive youth program. Ideal skills to have are effective organization, flexibility, leadership yet the ability to be a team player, and good communication skills, especially listening skills. Passion for youth, excellent communication skills, and great interpersonal skills are standard.

Promote Leadership

- Promote leadership development, learning opportunities, and life skills by having youth organize projects, activities, and presentations.
- Provide youth with a comprehensive and balanced program focused on youth empowerment and leadership, religious education, recreation, civic engagement, and relationship building.
- Advocate for quality leaders and excellent mentors who encourage young people to develop their own gifts, skills, strengths, and ideas.
- Help to match youth with duties that coincide with their interests.

Develop Programs

- Analyze youth needs, develop programs, and identify program resources.
- Analyze programs, determine results, and ensure achievement of all objectives within specific timeframe.
- Develop, coordinate, and facilitate exciting and engaging programs that support youth education and their personal development in a fun and friendly way, including weekly meetings, overnight qiyams or lock-ins, weekend retreats, service opportunities, peer counseling, study, worship, and local and multi-day trips.
- Develop objectives, strategies, and plans for ICGC as well as discuss challenges and budgets with the appropriate staff and volunteers.
- Work hands-on in programs, activities, and special events as needed.
- Familiarize yourself with the overall organization's goals and how they can be achieved by, with, and for the youth.

Collaborate and Communicate

- Facilitate the program leaders' planning, implementing, and evaluating comprehensive youth programs.
- Guide the work of the youth program leaders throughout the year, providing input and help.
- Work with program leaders to learn about and develop curriculum and other resources available for youth in order to help program leaders select appropriate resources for study and growth.

- Collaborate with youth program leaders and other relevant volunteers.
- Seek the imam's consultation for religious matters.
- Advocate for quality leaders and excellent mentors who encourage young people to develop their own gifts, skills, strengths, and ideas.
- Establish and maintain communication channels on my levels such as social media to connect with the youth, email to connect with staff and parents, and the newsletter to generate overall interest and spread updates.
- Network with community leaders, agencies, and organizations to support the work of the youth.

Engage with Community

- Engage children and young adults into conversation to determine their needs and interests.
- Coordinate with various teams to meet all youth needs.
- Network with community leaders to support the work of youth group.
- Represent ICGC at meetings, coalitions, and events with the internal and external community.
- Intentionally communicate with organizations, people, and resources in the community that relate to youth and seek to connect ICGC for a strong youth program.
- Recruit and retain current youth and graduated youth.

Be a Role Model and Mentor

- Accept youth ideas and be understanding of youth doubts and hesitations concerning their faith journey in an environment that emphasizes spiritual development and fosters growth.
- Develop appropriate relationships with the youth while never being alone with one of them.
- Focus on providing outreach for at-risk youth.
- Advocate that all youth are welcome while raising the awareness of the needs and contributions of youth in the community.
- Create a welcoming environment, provide faith direction, and encourage discussion to help ICGC youth become believers and active participants.

Budget/Fiscal Responsibility

- Prepare an annual budget and present it to the Executive Director before the beginning of each new fiscal year.
- Administer and monitor the budget throughout the year, ensuring the annual budget is followed and expenses do not exceed income and making spending arrangements for youth trips, events, and programs.
- Seek out multiple vendors well in advance of purchases or bookings so donor dollars have a greater impact.
- Ensure that all youth programs and services flow cash through the finance office.
- Submit a financial report at the end of each quarter and at the end of the fiscal year.
- Research, develop, and lead fundraising programs to help youth raise money for their own trips or to put in the collective pool for everyone.

Share Knowledge

- Prepare and deliver youth talks.
- Educate the youth about the basics of the Islamic faith and practice pertinent to the modern American context.
- Participate in trainings and conferences to further professional development.

Administrative Responsibility

- Handle sensitive information in a confidential manner.
- Be informed of and follow the relevant child safety policies, procedures, and requirements.
- Provide quality customer service to members, volunteers, and participants.
- Maintain, distribute as necessary, and monitor documents such as youth handbooks, brochures, activity attendance reports, permission slips, health forms, and safety guidelines.
- Perform administrative duties which support the youth.
- Communicate issues important to youth and the policies and practices that affect them.
- Meet with the Executive Director weekly to discuss progress and receive feedback and suggestions.
- Attend regular staff meetings.

The **Youth Coordinator's** expected work week is **37.5 to 40** productive hours, which do not include unpaid meal time.