

## **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.
- Basic computer skills.
- Able to travel locally to meetings.
- Experience planning and executing large-scale events, programs, and activities.
- 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, 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 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.

#### **Develop Programs**

- 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.

#### **Collaborate and Communicate**

- 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.
- 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.

#### **Engage with Community**

- Engage children and young adults into conversation to determine their needs and interests.
- Network with community leaders to support the work of youth group.
- Represent ICGC at meetings, coalitions, and events with the internal and external community.

#### **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.
- Focus on providing outreach for at-risk youth.
- 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.

**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.

**Administrative Responsibility**

- Handle sensitive information in a confidential manner.
- Be informed of and follow the relevant child safety policies, procedures, and requirements.
- Maintain, distribute as necessary, and monitor documents such as youth handbooks, brochures, activity attendance reports, permission slips, health forms, and safety guidelines.

The **Youth Coordinator**'s expected work week is **37.5** to **40** productive hours.