



Job Description

OVERVIEW	
Job Title	ADAMS Youth Program Coordinators (YPCs)
Department	ADAMS Youth Committee
Reporting Relationships	Reports to: General Manager Engages with: Youth Committee; Imam's Office
Role Purpose	The All Dulles Area Muslim Society (ADAMS) is accepting several applications for full and part time Youth Program Coordinators (YPCs). The YPCs will serve as mentors and guides to the ADAMS Youth and shall be responsible for coordinating programs at the ADAMS Main Center and its Branches. Both Sisters and Brothers are encouraged to apply. YPC positions are open to both paid and volunteer applicants.

KEY ACCOUNTABILITIES & ACTIVITIES	
Key Accountabilities	Key Activities
Role	<ul style="list-style-type: none">• The YPCs will build upon the existing foundation and history of the ADAMS Youth Programs and be members of the ADAMS Youth Committee.• The YPCs will foster personal relationships with the ADAMS youth and empower them to organize their own events and programs within the larger ADAMS Branch structure.• The YPCs will further advocate for ADAMS Youth and help create space for them within the ADAMS framework wherever necessary.• The YPCs shall be focused on engaging with the ADAMS youth during afternoon, evening, and/or weekend timeframes
Key Responsibilities	<ul style="list-style-type: none">• Coordinating programs within the ADAMS Main Center, ADAMS Branches and their Youth leadership,• Supervising weekly programs (such as halaqas and sports programs),• Supporting area high school MSAs,• Facilitating participation in the annual MIST competition, organization and participating in local Youth related camps and conferences, and other active engagements as necessary.• All efforts should be directed towards having the youth connect to the masjid, as well as to one another.• The YPCs will take advice regarding Youth programs and activities from the ADAMS Youth Committee and the Imam's Office, and will report directly to the ADAMS General Manager



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QUALIFICATIONS/REQUIREMENTS	
Major Qualifications	<ul style="list-style-type: none">• Ability to work outside traditional working hours• Highly motivated, self-directed and enthusiastic about Youth activism• Ability to communicate effectively in spoken and written English, especially with Youth• Deep understanding of challenges and opportunities of Muslim American Youth• Strong understanding of the fundamentals of Islam• Strong understanding of Islamic etiquettes, manners, and character• Passionate about Islam as a way of life and guiding young Muslims• Have organizational, management and leadership skills• Ability to work well with others in a team environment• Ability to work with diverse populations and different age groups• Ability to network with ADAMS Branches and external Muslim communities
Desired Qualifications & Soft Skills	<ul style="list-style-type: none">• Ability to manage budgets and manage funds• Familiarity with basic computer skills: Email, Internet, MS Office, Google Docs, etc• Ability to report regularly on Youth activities with progress metrics• Ability to problem solve, improvise and be resourceful• Have a valid driver's license• 2 - 4 years of experience in running youth programs• Preferably born or raised in America
Application & Resumes Submission	
Submission Requirements	Interested candidates should submit a cover letter, resume, and three (3) references to HR@adamscenter.org . Review of applications begins immediately and will continue until all positions are filled.