



300 West Highridge Road • Villa Park, Illinois 60181 U.S.A. • Phone: (630) 782-6562 • Fax: (630) 941-8804



**JOB TITLE:** Youth Coordinator

The Youth Coordinator will develop and guide the strategy for all youth related programs and activities at Islamic Foundation.

**YOUTH COORDINATOR GENERAL SUMMARY**

To strategically plan and organize special activities/events/programs designed to attract youth of the Muslim community of Western Suburbs in DuPage County and surrounding areas to the Islamic Foundation. It is important to retain the youth so that they regularly attend the Islamic Center and become useful members of society. The Youth Coordinator is responsible for providing these youth with a comprehensive and balanced program aimed at positive self-nurturing, enhance faith and knowledge of Islam. The Youth Coordinator will report to the Chairman of Foundation and work closely with Chairman of youth committee and religious coordinator. Position involves a mix of high level planning and strategy setting as well as ongoing tasks in the areas of organized youth programs for the IFS community, development and training of youth workers, planning and executing seminars, lectures, events and conferences catering to the youth of the area.

**SUPERVISION/MANAGEMENT**

General supervision will be provided by Islamic Foundation Youth Committee (YC) Chair and Religious Coordinator.

**REQUIRED DUTIES AND RESPONSIBILITIES**

- Work closely with the YC Chair, religious coordinator and the youth committee/volunteers in developing operational and strategic plan.
- Develop a one year operational and strategic plan that is measurable for attracting youth to IF, retaining them, and developing their faith, knowledge, self-esteem and life-skills. This plan should include details for how to integrate the youth into the community and have them give

back to the center in terms of service and membership. This should also include a financial strategy to raise funds for the future sustenance of such programs. It should also outline gender specific activities and programming as appropriate and applicable.

- Plan, organize and implement a wide array of activities/events/programs including youth outings, summer programs (Camp), Ramadan programs, tutoring programs, job training programs, life skills classes, halaqat (study circles), leadership training, sports events, other events that promote Muslim values and camaraderie, etc. Plan of activities should include components of the following: recreational, educational, spiritual and community service/activism.
- Help community youth to resolve conflicts, help overcome life hurdles and replace undesirable Islamic habits with acceptable behaviors and provide counseling as needed.
- Establish a Community Program with invited speakers to deliver quality knowledge and increase community bonding, with special focus on youth such as Real Talk, etc.
- Develop and maintain a network of volunteers to serve as chaperones and man-power in the youth activities and events.
- Create and maintain a database of all youth program participants and tracking their frequency of attendance. Detailed study and planning would be required to analyze the different sectors of youth from a demographic and attendance perspective.
- Work in conjunction with the Islamic Foundation scholar in residence and other religious leaders in planning and executing youth programs.
- Youth outreach to regular and non-regular attendees of the Centers.
- Provide monthly status/progress report to chairman of Foundation and chairman of youth committee as well as provide information and prepare reports as required.
- Meet with the YC monthly to discuss progress and receive feedback and suggestions.
- Meet with existing Youth group leaders – e.g. MSA's at area high schools, Sunnah Sports, Iron Faith, etc.
- Although not required to speak/facilitate all youth activities/events, the Youth Coordinator is responsible for planning and organizing these programs and events and should be delegating tasks to others and working with a network of volunteers to provide the man-power needed at these programs.
- Work within provided budget, maintain accurate records of expenses and program incomes as requested. Prepare and deliver youth speeches/dars/khutbahs.
- Engage in public speaking; identify and participate in interfaith events to represent community.
- Interact thru YC with masjid and community stakeholders for smooth implementation of programs.
- Be accessible to the community youth outside of normal office hours in case the youth need some urgent advice/counseling.
- Perform other duties as assigned.

#### **ELIGIBILITY REQUIREMENTS /EDUCATION/EXPERIENCE**

- Bachelor's degree from an accredited college or university with major coursework in humanities, counseling and social sciences and Islamic scholarship.

- Minimum 1 year track record of involvement in Islamic educational work, program development and successful implementation.
- Experience with public speaking and giving presentations.
- Familiarity with issues faced by youth raised in North America is required.

#### **OTHER QUALIFICATIONS/KNOWLEDGE, SKILLS AND ABILITIES**

- Use of MS Office/Google Docs and the ability to create and maintain databases in Excel.
- Working with others in a team environment and networking with others.
- Capability to receive and act upon constructive feedback and suggestions.
- Planning/organizing/implementing large-scale events/programs/activities as needed.
- Advanced knowledge and understanding of Islam.
- Excellent leadership, writing and speaking skills with fluency in spoken and written English.

