

Job Description for Youth Coordinator/Volunteer Coordinator:

The responsibility of the Youth Coordinator/Volunteer Coordinator is two-fold:

1) should provide development, coordination and oversight of youth services, and build a positive youth program. He or she must integrate recreational and artistic activities with educational and spiritual components and provide leadership to youth, including but not limited to tutoring and mentorship programs, community service, education and cultural programs?

2) should coordinate with all of the committee chairs of the ICSC to recruit volunteers from the community to plug into the various committee activities and projects. Furthermore, the Coordinator will survey ICSC members to determine their skill-sets and to fully utilize their talents to further the goals of the Islamic Center and the objectives of the board.

Overview, Goals, and Measurables:

The Youth Group:

The motto of the Muslim Youth Group is - "*Muslims, helping other Muslims, to become better Muslims.*" The Youth program is designed to generate a sense of community among the youth and to give them a place to develop positive peer relationships. The main goals of the Youth Group are to create a culture of community service and a strong Islamic character, while building strong leadership skills with an individual and collective American Muslim identity.

Goal 1: To increase attendance at Youth Group Sunday Program

How it can be achieved:

This can be achieved by a multipronged approach:

Work with membership committee and database to reach out to parents of youth group age children and invite them to bring their children and get involved in youth group.

Develop engaging programming that will attract the youth

Create an atmosphere that encourages the youth to make strong bonds of friendship that will entice them to attend

May - develop annual programming and calendar for the following academic year

Summer - hold annual youth course on Islam

Ramadan - market youth program to community

Sept. - Launch annual youth academic and activity program

Sept. - hold annual youth retreat

Feb. - hold annual ski trip

End of Dec. - assess average number of youth attending programs

June - compare average number of youth attending programs to Dec. numbers

Measurable: have an average of 75 youth attend the weekly Sunday Program

Goal 2: To instill the American Muslim Identity in the youth

How it can be achieved:

Educate the youth about the basics of Islamic faith and practice pertinent to a temporary American context

Weekly Sunday Lecture Series- Teach a weekly curriculum that covers the basics of Islam.

Weekly Interactive Session- 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.

Weekly Intensive Study for Dedicated Youth- This course will require the reading of books and the memorization of verses of the Qur'an that will be studied in depth.

Summer Program- A one week intensive crash course on Islam with an emphasis on major themes of the Qur'an and Seerah culminating in a youth lead project that embodies the values taught during the course.

Weekday Evening Class- Designed to re-enforce the curriculum taught on Sunday for those youth able to make it to the Islamic Center on a weekday evening (probably Tuesday nights)

"Movies that Matter" and Mentoring Nights- A movie and discussion night where young people get a chance to bond with each other and interact with role models and mentors from the community.

Tutorial Program- A program designed to ensure the academic success of the members of the youth group. Many of the youth members come from disadvantaged families. This program provides the tutors and computer lab necessary to improve the youths' academic performance.

- Increase self-confidence and self-esteem in MYG members

Youth Leadership - Develop youth leadership by having them organize projects, activities and presentations.

CODE - A local spoken word and music event, where several youth perform music and poetry alongside many talents individuals from the community. Many youth members also sell refreshments to earn money to donate to a range of charities.

Interfaith Forums - The youth partake in panel/ round table discussions with youth from other faiths in hopes to foster dialogue and a better understanding of other religions and harmony among peoples while at the same time, empowers our youth to speak publicly about their faith in an effective manner.

- Create positive peer-group and bonds of friendship

Annual Summer Leadership Retreat - A getaway to nature in the hills of Malibu or in Big Bear designed to strengthen the youths' connection to nature and leadership skills. Youth attend workshops that challenge their minds and bodies and offer forum to get the taste of spirituality

Annual Winter Ski Trip - This trip allows the youth to bond and thereby builds their positive peer relationships. This annual trip brings the youth together in an effort to develop self-confidence through increasing their skill in skiing and snowboarding. In the evenings, the youth develop their speaking skills through performances during a talent show.

Hiking Trips- Field trips to a few of the many hiking trails in the region. These hikes promote exercise and good health amongst the members. During the hikes, the youth work to keep the trails clean by picking up any trash and debris that are found.

Sporting Competitions- organize soccer, volleyball, basketball, and other sporting competitions amongst the Islamic center youth and the youth of other communities

- Develop a commitment to community service

Los Angeles Regional Food Bank/Hope-Net- Youth along with members from the larger community package donated food items and distribute to needy people in the area. This project instills in the youth a commitment to community service.

Humanitarian Day – This is a day in which youth volunteers hand hygiene kits and other necessities to the homeless population living on Skid Row. This day takes place during the Islamic month of Ramadan, while the youth and the community at large are fasting.

Big Sunday Community Service Day- The youth participates in the Los Angeles Mayor's Big Sunday weekend of community service. This year we helped to restore a trail that was destroyed by the Griffith Park fires.

Goal 3: Expand the youth group activities to incorporate the following board recommended suggestions:

Youth of ICSC join MPAC Youth Summit

Youth Technology Projects i.e. Facebook, Twitter

Film/Movie-Making (MPAC/Hollywood Bureau)

Debates

Conference by the Youth

Develop a relationship with local University MSA/MSU chapters

The Youth Group Coordinator will report to the Religious Director/Youth Group Chair and is under the administration. The proposed hours for the youth group coordinator are as follows:

Youth Coordinator Hours (20 hours):

Sunday Activities: Youth Group & mentoring/ tutoring program 9am-4pm (7 hrs)

Outreach to Youth and Parents (3 hrs)

Youth Group Development: Planning, organizing, coordinating, developing database (4 hours)

Friday or Saturday Night Youth Activities (3 hrs)

Weekly: Youth Sports / Arts / Music Activities (3 hrs)

Volunteer Coordinator Hours (20 hours)

Fridays from 10 am till 6 pm (8 hours)

Other weekdays and weekends (12 hours)

This is a new position that will be developed in conjunction with the person selected to fill this role.

The Volunteer coordinator should be able to identify volunteer opportunities through their interaction with the administration, board and committees. This individual will also need to create a process to recruit community members to join into different volunteer opportunities and to make sure that each volunteer opportunity has sufficient human resources.

Administration
Facilities
Legal
Medical
Mentorship
Social services
Events
Community service events
Hospital visits

Youth and Volunteer Coordinator Qualities:

Have people skills
Be self-motivated
Have adequate Islamic knowledge (well read
Ability to create a detailed plan and execute plan
Be a team player
Be respected by the parents and community
Be able to connect to the youth beyond the wall of the center
Give the youth a sense of self-worth
Consistent
Articulate
Be able to develop a comprehensive program
Be able to multitask
Be able to network with daughter organizations including New Horizon schools and their alumni

Qualifications:

Must have at least a Bachelor's Degree and extensive experience in working with youth and managing volunteers

Reporting:

The Youth Coordinator / Volunteer Coordinator will report directly to the Director of Religious Affairs with weekly written and in-person reports and through monthly written reports that will be submitted to the ICSC board.

Salary:

Commensurate with experience and education up to \$45,000 with benefits