



## YOUTH PROGRAMS COORDINATOR JOB DESCRIPTION

### POSITION INFORMATION

**JOB TITLE:** Youth Coordinator                      **FULL OR PART-TIME:** Part-time (25 hours)  
**REGULAR OR TEMPORARY:** Regular

**SUPERVISOR:** Lead Youth Coordinator, Religious Director (RD) and ICOI Board of Directors (BOD)

### POSITION SUMMARY:

The Youth Coordinator will **work primarily with our male youth** and in collaboration with existing Youth Coordinator on youth recruitment, cultivation, retention and programming with the support of a volunteer base. Programming may include educational classes, special activities and events designed to attract youth of the Muslim community of Irvine and surrounding areas to the Islamic Center of Irvine. The Youth Coordinator is responsible for providing youth with a comprehensive and balanced program offering focusing on youth empowerment and leadership, religious education, recreation, civic engagement and relationship building. The Youth Coordinator will help create the youth program's strategic plan and goals that take into account resources and time allocated for the position.

### PRIMARY RESPONSIBILITIES

#### PROGRAM:

- Plan, organize and implement a wide array of activities, events and programs including: youth outings, summer programs, Ramadan programs, tutoring programs, job training programs, life skills classes, halaqat (study circles), leadership training, etc.
  - Plan of activities should include components of the following: recreational, educational, spiritual, leadership and community service/activism.
- Recruit, cultivate and retain local youth for program participation and leadership
- Recruit, develop and maintain a network of volunteers to serve as chaperones, help plan and execute youth activities and events
- Help community youth resolve conflicts, help overcome life hurdles and replace undesirable habits with acceptable behaviors
- Provide coaching to youth and references to professional counselors as needed
- Outreach to regular and non-regular youth attendees of ICOI
- Prepare and deliver youth dars, or khutbahs as needed (preferred)
- Be accessible to youth outside of normal office hours for urgent issues

#### ADMINISTRATIVE:

- Help implement a one year operational and strategic plan which contains the following:
  - Measurable outcomes for recruiting and retaining youth
  - Measurable outcomes for developing faith, knowledge, self-esteem and life-skills of youth
  - Process on how to integrate youth into the larger ICOI community



- Process on how youth can be active in the community through service and membership
- Financial strategy to raise funds for future sustenance of programs
- Outline of gender specific activities and programming as appropriate and applicable
- Hold regular office hours at ICOI

**ADDITIONAL RESPONSIBILITIES:**

- Represent ICOI at meetings, coalitions and events with the internal and external community
- Meet weekly to discuss progress and receive feedback and suggestions
- Participate in trainings and conferences to further professional development
- Perform other duties as assigned

**QUALIFICATIONS**

**EDUCATION AND EXPERIENCE:**

- Completed or in progress Bachelor's degree from an accredited college or university with major coursework in humanities, human services, social sciences or Islamic scholarship
- Minimum 1 year of experience in Islamic educational work or adolescent program development and implementation

**KNOWLEDGE, SKILLS AND ABILITIES:**

- MS Office, Google Docs and Excel
- Excellent public speaking and presentation skills
- Excellent verbal and written communication skills
- Excellent command of English
- Good counseling skills to gain trust and confidence of youth groups
- Energetic & likeable demeanor with ability to lead, attract people and interact with different age groups and genders in a positive manner
- Ability to work well with others in a team environment
- Ability to network with internal and external communities
- Capability to receive and act 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
- Advanced knowledge and understanding of Islam
- Competent knowledge of Quranic Arabic required
- Knowledge of Arabic language is preferred
- Positive character, morals and manners

Compensation range: \$20 to \$22 per hour

Please send resumes and cover letters to [noreen@ICOI.net](mailto:noreen@ICOI.net). Professional and personal references will be required if invited for an interview. No phone calls please. For more information on Islamic Center of Irvine, please visit our website at [www.ICOI.net](http://www.ICOI.net). Islamic Center of Irvine is an equal opportunity employer.