

Hillside Islamic Center
Sisters' Youth Administrator
Job Description (Part-Time)

Title: Sisters' Youth Administrator

Wages: \$22-\$28/Hr

Schedule: PartTime (8-12 Hours/Week). Saturdays and Weekday Evenings. Flexible Hours.

Supervisor: Executive Director & Executive Committee

Location: 300 Hillside Ave., New Hyde Park, NY 11040

The responsibility of the Sisters' Youth Lead Coordinator is to provide development, coordination and oversight of sisters' youth services. Coordinator must integrate recreational and artistic activities with educational and spiritual components while providing leadership to Sisters' Youth Group, including but not limited to tutoring, mentorship programs, community service, education and cultural programs for sisters ages 10 - 22.

GOALS OF THIS POSITION

- Assist Director/Resident Scholar and Executive Committee in instilling the Muslim American Identity in the youth by educating them about the basics of Islamic faith and helping them practice Islam within the American cultural context.
- Increase self-confidence and self-esteem in youth by developing youth leadership, facilitating positive peer-group relationships, and promoting bonds of friendship.
- Expand the youth group activities to allow youth to develop a commitment to community service and to join into different volunteer opportunities.
- Enhance the visibility of youth in the life and work of Hillside Islamic Center by encouraging participation in all aspects of masjid life (ie welcoming, greeting, reading, fundraising, special events, planning intergenerational worship etc).
- Encourage members of the Youth Groups to develop and enhance their leadership skills, and to learn about the various committees within the masjid structure.
- Prepare a budget for the program year and submit to the Executive Director and Executive Committee for approval before Ramadan. To supplement the youth program budget, the coordinator may choose to plan fundraising activities, with the approval of the Executive Director and Executive Committee.

ESSENTIAL TASKS

- Develop engaging programming that will attract the youth on the weekend, after school hours and vacations.
- Hold annual events including, but not limited to faith intensive courses, summer camp, community service initiatives, leadership workshops, youth retreats, hiking trips, sporting competitions, ski trips, etc.
- To increase attendance at Youth (Sisters)' Program activities and market youth programming to the community.
- Develop a database of Youth (Sisters) in the community.
- Promote the Islamic etiquette of gender segregation and educating others through action.
- Submit goals and progress made in regards to set monthly goals along with an annual calendar of activities and programs, specifically for the youth sisters, while coordinating with events coordinator.

- Maintain appropriate records of youth activities, attendance and expenses.
- Consult with the Executive Director and Executive Committee once a month, and present a written summary of activities completed. Attend meetings as required or requested.
- Communicate with and manage youth by using various social media platforms and build a contact database using, but not limited to, the following email address: sisters@hicny.org

ELIGIBILITY REQUIREMENTS

- Advance knowledge of Islam and practicing Muslim to the best of their abilities.
- Involvement in Islamic educational work, program development and successful implementation.
- Bachelor's degree or pursuing one from an accredited college or university with major coursework in humanities, counseling and social sciences and Islamic scholarship.
- Must be fluent in the English language, oral and written.
- Must have extensive experience in working with youth and managing volunteers.
- Experience with public speaking and giving presentations.
- Familiarity with issues faced by youth raised in North America.
- CPR/PR, AED, First Aid and Oxygen Administration certifications within 60 days of hire.
- Three month probation period, which will be followed by an evaluation, to determine continued employment under contract.

OTHER QUALIFICATIONS

- Use of MS Office/Google Docs and the ability to create and maintain databases in Excel.
- Works well with others in a team environment and networking opportunities.
- Must have an approachable and youth friendly personality with a hands on approach to youth programs for sisters.
- Must have a favorable personality to cohesively work with the muslim community.
- Capability to receive and act upon constructive feedback and suggestions.
- Planning/organizing/implementing large-scale events/programs/activities as needed.

REPORTING

- The Youth Coordinator (Sisters) will submit monthly written reports to the Executive Director and Executive Committee of HIC.
- Meet with the Executive Director and Executive Committee before the end of probation or for performance review, and possible contract renewal.
- Proposed hours for the Youth Coordinator (Sisters) position is based on 8-12 hours/week:
 - Saturday/Weeknights Activities: Youth mentoring/tutoring program/trips (4 hrs)
 - Youth Development: Planning, organizing, coordinating, developing database (4 hr)
 - Outreach to Youth and Parents (2 hrs)

VOLUNTEER ASSISTANT

Volunteer Assistant Coordinator: This is a position that will be developed in conjunction with the person selected to fill this role (4-6 hours). Goal will be to have an assistant who can help fill in the role in the absence of the Youth Coordinator (Sisters) and be trained to eventually assume the role as the coordinator, if needed. Preferably a few years younger than the Youth Coordinator (Sisters).

APPLY

Email your resume and a cover letter to info@hicny.org