

## **Birmingham Islamic Society (BIS)**

### **Job Description: Youth Director**

The Youth Director will develop and guide the strategy for all youth related programs and activities to consistently articulate BIS's mission and policies. Duties will include conceiving, planning, managing, and implementing creative and effective programs for the community's youth, including soliciting, maintaining, and following through on feedback. The Director will be the primary program lead for youth recruitment, cultivation, retention and programming with the support of a volunteer base that is also recruited and developed by the Director. Programming may include educational classes, special activities and events designed to attract youth of the Muslim community of the Greater Birmingham area to the BIS masjids. The Director 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 Director will also coordinate the educational programs for children and youth with the support of the teacher volunteers and will report to the BIS Board of Directors.

*The Youth Director will facilitate an organized coalition of youth efforts. Specifically, he/she will:*

- Help in creating a youth friendly culture at the BIS Masjids and empower youth to feel ownership of their masjids.
- Help community youth resolve conflicts, overcome life hurdles, and replace undesirable habits with acceptable behaviors
- Recruit, cultivate and retain local youth for program participation and leadership
- Plan, organize and implement a wide array of activities, events and programs including: youth outings, summer programs (i.e., overnight camp), Ramadan programs, tutoring programs, job training programs, life skills classes, halaqas (study circles), leadership training, etc.
- Explore grants for youth programs
- Increase youth participation in prayers, workshops, seminars and other initiatives

*Responsibilities:*

- Outreach to regular and non-regular youth attendees of the BIS activities
- Hold regular office hours at the BIS office, and be accessible to youth outside of normal office hours for urgent issues
- Create and maintain a youth database which tracks all program participant attendance
- Meet with the BIS Board of Directors on regular basis to discuss progress and receive feedback and suggestions
- Represent the BIS at youth meetings, coalitions, and events with the internal and external community
- Design, implement and manage all youth projects and campaigns through engagement with community
- Lead Muslim youth leadership development, interaction between youths of different ethnic backgrounds and geographic locations and prevention of extremist tendencies
- Provide outline of gender specific activities and programming as appropriate and applicable

- Provide coaching to youth and references to professional counselors as needed
- Prepare and deliver youth speeches, and khutbahs as needed, and perform other duties as assigned by the BIS Board of Directors
- Organize at least two regional youth seminars and work towards a central youth seminar
- Organize field trips for Muslim youth to meet with their legislative leaders, engage in sports activities, overnight camps, and other youth-oriented programs
- Participate in trainings and conferences for further professional development

*Qualifications:*

The successful candidate must possess a basic knowledge of Islam and the Muslim community in the Birmingham area, and the following:

- Must have attained at least a bachelor's degree from an accredited North American college/university with major coursework in humanities, human services, social sciences or Islamic scholarship
- Minimum of one year related training and experience working with Muslim youth in North America, including the conception, planning, and implementation of programs for Muslim youth.
- Ability to work well with others in a team environment, to network with internal and external communities
- Familiarity with issues faced by youth raised in North America
- Should have enough knowledge and understanding of the Qur'an and the Sunnah, and a good understanding of Islamic history and important Islamic personalities.
- Good interpersonal skills to gain trust and confidence of youth groups
- Excellent leadership, writing and speaking skills with fluency in spoken and written English
- Commitment to the BIS's core values, including experience working with diverse ethnic, religious, and racial communities
- Must be able to effectively communicate with various age groups in the community.
- Must be cleared off the background check