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Latham, New York 12110
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Youth Director Job Description

Al-Hidaya Center in Latham (AHCL) is facing challenges with its youth population rapidly growing in the middle and high school. Our current youth programs are managed on a volunteer basis. This position can help our community flourish by maximizing the performance and efficiency of the youth programs. This is a paid full-time position responsible for the oversight, management, and improvement of existing programs, in addition to the development of new programs.

Time Commitment: Full-Time Position

Compensation: Commensurate With Experience

Responsibilities

- Oversee AHCL Youth Programs.
- Develop and oversee leadership programs for qualified youth.
- Develop and oversee confidential counseling services for troubled youth.
- Develop and oversee educational/recreational programs for college-aged youth with the local college/university MSAs.
- Develop and oversee new learning & development programs for youth.
- Develop and oversee a big brother/sister program.
- Oversee the youth seminary programs.
- Create performance and progress reports for AHCL Youth Programs for management.
- Participate in meetings with other chairpersons, directors, and staff as needed.
- Assist with and/or create special events supporting youth programs.
- Support other AHC campaigns, initiatives and events.
- Communicate and coordinate with the religious authorities of AHCL.
- Keep records of events and/or programs
- Create budget for events and/or programs

Expectations:

- Pray regularly in the Masjid (lead by example)
- Dress according to Islamic principles
- Needs to be punctual.
- Needs to report directly to the AHCL president.
- Needs to be self-reliant, able to carry out tasks and create projects independently
- Needs to be able to research, plan, build, and initiate programs for the youth
- Needs to have adequate skills in record keeping
- Needs to be able to manage and oversee budget
- Needs to be able to supervise and manage others
- Needs to prioritize and manage workload during high stress situations

- Needs to complete administrative responsibilities and properly document progress through detailed reports.

Qualifications:

- Must possess a Bachelor's degree or have 5 years equivalent experience in youth development, psychology or a related field.
 - Must have strong communication, organizational and leadership skills.
 - Must be a highly motivated individual who is passionate about Islam as a way of life and guiding young Muslims as a career.
 - Must have a strong understanding of Islamic etiquettes, manners, and appropriate behavior.
 - Must have an adequate understanding of the fundamentals of Islamic teachings.
 - Must have a thorough understanding of challenges and hardships Muslim youth face in New York.
 - Must have the ability to relate well to elementary age youth, teenagers and adults from different backgrounds.
 - Must speak fluent English.
 - Must be proficient in Word, Excel, Powerpoint, and google drive.
 - Must have a valid driver's license.
 - Must be legally eligible to work in the United States.
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Are you interested in this position? Go to the link below to apply.

Scan me or go to: <http://tiny.cc/fx67tz>

