

Youth Coordinator

Part-Time Staff Position | 10-15 Hours per Week

NWICC is seeking an organized, engaging, and mission-driven Youth Coordinator to lead the year-round execution of its approved Youth Programming Plan and help young Muslims grow in faith, character, belonging, and leadership.

Position Overview

The Youth Coordinator serves as the primary operational lead for NWICC youth programming. Working closely with volunteer Youth Leads and under the oversight of the NWICC Board, the Coordinator will plan, organize, communicate, and evaluate consistent programs for youth ages 12-15 and 16-20. The ideal candidate is a practicing Muslim who is connected to the masjid, relates naturally to young people and parents, and brings both practical organization and a clear vision for guiding Muslim youth in American society.

Key Responsibilities

Planning and Scheduling

- Develop and maintain annual, monthly, and program-specific youth calendars.
- Schedule and coordinate recurring Youth Nights, sports or social activities, and youth halaqas.
- Plan the annual Youth Camping Trip, Stay & Pray programs, youth halaqas, Ramadan activities, and other relevant programs.
- Prepare plans, timelines, and task assignments well in advance so programs are organized consistently and professionally.

Program Organization and Delivery

- Identify and coordinate qualified speakers, mentors, coaches, volunteers, and activity leaders.
- Arrange food, supplies, facilities, registrations, transportation, and other program needs.
- Reserve rooms and facilities in advance and ensure required approvals, safety arrangements, and logistics are in place.
- Provide confident event hosting, announcements, introductions, and public speaking when needed.

Communication and Promotion

- Maintain regular communication with Youth Leads, youth participants, parents, volunteers, and the NWICC Board.
- Create clear flyers and basic promotional materials; coordinate announcements, registration links, and program reminders.
- Give the Board advance notice of programs requiring approval, funding, contracts, transportation, facility support, or other organizational assistance.

Youth Engagement and Leadership Development

- Build trusted, appropriate, and respectful relationships with youth and their families.
- Seek youth feedback and develop relevant opportunities for both age groups and for boys and girls.
- Encourage youth participation and identify young people who can gradually assume volunteer and leadership responsibilities.
- Promote Islamic identity, good character, worship, service, healthy friendships, and responsible participation in American society.

Follow-Up and Accountability

- Track attendance, participation, program expenses, and basic activity records.
- Collect feedback after major programs and identify strengths and areas for improvement.
- Provide periodic program updates to the Board and follow NWICC policies, approval processes, safeguarding expectations, and facility procedures.

Required Qualifications and Personal Qualities

- Strong commitment to Islamic values and a sincere passion for helping youth grow into practicing, confident Muslims.
- Basic Islamic knowledge and regular involvement with the masjid and Muslim community.
- Excellent organization, time management, follow-through, and attention to detail.
- Strong interpersonal and social skills, with the ability to connect with youth, parents, scholars, volunteers, and community members.
- Clear written and verbal communication skills, including confidence as an event host, presenter, or public speaker.
- Ability to work collaboratively, receive direction, delegate appropriately, and contribute positively as a team member.
- Dependability, maturity, good judgment, discretion, and the ability to maintain appropriate boundaries with youth.
- Availability for planning and meeting sessions, weekday or weekend programs, and halaqas.
- Ability to create basic, attractive flyers and digital promotional content using tools such as Canva or similar platforms.

Preferred Experience

- Previous experience coordinating youth, masjid, nonprofit, educational, camp, mentoring, sports, or community programs.
- Demonstrated experience working directly with Muslim teenagers and young adults.
- Experience recruiting and coordinating volunteers, speakers, mentors, or activity leaders.
- Experience with event planning, registrations, attendance tracking, budgets, transportation, and program logistics.
- Relevant training or certificates in youth work, education, Islamic studies, leadership, coaching, first aid/CPR, safeguarding, or related areas.

Position Details

Position Type	Part-time staff position
Time Commitment	Approximately 10-15 hours per week, including planning, communication, meetings, and program delivery
Schedule	Availability for planning and meeting sessions, weekday or weekend programs, and halaqas
Reports To	NWICC Board or designated Board representative
Works With	Volunteer Youth Leads, scholars and speakers, parents, volunteers, staff, and community partners

Application Process

Applicants should submit the following:

- Current resume.
- Cover letter introducing the applicant and highlighting their suitability for the position.
- Statement of interest explaining the applicant's vision for Muslim youth development and interest in serving the NWICC community.
- Summary of relevant work, volunteer, leadership, teaching, mentoring, or youth-program experience.
- Copies or a list of relevant certificates, training, or credentials, if applicable.
- Contact information for two professional, community, or religious references.

HOW TO APPLY

Email applications to: bod@nwiccmn.org

Application deadline: Open until filled

Email subject: Youth Coordinator Application - [Applicant Name]

NWICC reserves the right to conduct interviews, verify references and qualifications, and complete any screening required for roles involving youth.