



40440 Palmer Road, Canton, MI 48188

MCWS Full Time Female Youth Director Job Position

The Muslim Community of the Western Suburbs (MCWS) is dedicated to creating and promoting a community of peace and caring, where it and its members grow closer to God and through that closeness become positive contributors to their families and the community around them.

MCWS Youth Program

Mission: To nurture and guide young Muslims towards Allah (Swt).

Vision: That every young Muslim has a place in the masjid.

Overview of MCWS Full Time Female Youth Director

Purpose of Youth Director

Enrich our community youth through the organization of islamic, educational and social activities/events. To support the spiritual well-being of youth. To support the youth and parents through communication and with relevant resources.

Encourage and build relationships between youth and leaders of our masjid. To seek ways for continued growth and development of the youth program

Responsibilities

Youth Director will be responsible for duties defined in the job description tasks noted below, setting annual goals, annual performance evaluation, address concerns related to performance of the position, activity reports of task fulfillment, oversea mentor committee, act as an ambassador to represent MCWS when outside the masjid, to help support MCWS and it's members. Complete responsibilities will be provided in contract.

Female Youth Director Tasks

Below are the job description tasks for the full time female youth director position.

Interested candidates, please email resumes and cover letters to **Sr. Noura Huraibi**

noura.huraibi@mcws.org and **Sr. Sufia Fateh** sufia.fateh@mcws.org.

| Weekly Commitments |
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| Help supervise Jummah prayers at Plymouth-Canton Educational Park/Surrounding Area High Schools (during the school year) and act as an advisor for the local high school MSA's. |
| Plan, attend and supervise educational, social and recreational activities for high school and middle school girls. |
| Plan/lead weekly (or monthly) mentor committee leads meetings. |
| Plan, attend and administer miscellaneous youth events and activities (i.e. sporting events, outings, camps, etc.) |
| Maintain time to have private counseling sessions with youth/their parents. |
| Carry out other administrative tasks and communications (reporting, WhatsApp chats, e-mail, in person, help maintain up to date youth social media, etc.) |
| Maintain document of youth spending/budget |
| Schedule/participate in girls' youth committee meetings as needed. |

Monthly/Other Commitments

Maintain regular communication with MCWS Board Youth Coordinators.

Write articles/updates for the MCWS quarterly newsletter.

Attend MCWS community dinners, fundraisers, picnics and general body meetings.

Acts as a liaison between youth, parents and community members at large and the Shura.

Collaborate with the Male Youth Director to plan youth events and programming, committee meetings, training/personal development courses and supervision of the team members.

Continue with personal, spiritual and professional development through lectures, classes or meeting with community leaders

Annual Commitments

Plan and organize Sunnah Saturday programming for high school girls. Introduce middle school aged girls program throughout the school year.

Facilitate consistent weekly/bimonthly halaqa for high school, college and middle school girls.

Collaborate with the Male Youth Director on execution or involvement in annual programs such as camp, youth conference, youth field days, organizational outings, etc.

Ramadan specific programming (to be planned with the youth committee): qiyams, iftars, last 10 nights, fundraising dinner, etc.

Plan and implement at least 2 intergenerational (daughters/parents/grandparents) events throughout the year.