Responsibilities of The Youth Director

● Responsible for all youth programs and is the main point of contact for all youth activities and engagements.

● Shall be the liaison between the youth and the leadership of Al Huda Foundation.

● Shall be personally responsible for youth programs from Middle School and above

● Shall engage junior program manager (when hired) who will oversee all junior activities. (Junior is age 11 years and under.)

Capacity building

● Recruit and build youth projects leaders and sustain weekly and quarterly programs.

● Maintain volunteer list and help manage projects within those core volunteers’ groups.

● Provide training and resources to the program managers and project leads.

Availability

● BE VISIBLE. BE ONSITE. Run and coordinate ad hoc activities when at the Masjid. Maintain open office hours at the Masjid for youth or parents to check in. Smile, be hospitable, make people feel welcome and eager to return. The majority of electronic work (email/messages/phone calls) should be performed on AICI premises. Everyone should know who the YD is. His/her presence should be felt and absence should be missed.

Signature projects.

● Plan and strategize a one week-long annual camp retreat.

● Establish signature projects that cover Middle School, High School and young professionals with each area.

Social Media

● Help build presence in social media and establish a network outside of the masjid attendees.

● Help build Instagram and TikTok presence with core youth groups and stabilize a platform to communicate and build momentum of programs and activities.

● Engage youth workers and activists within those platforms and provide resources.

● Utilize the live segments with the Imam and have tough conversations to create engagement.

Reporting and monitoring

● Create reports monthly and submit it to the leadership and follow up on any action items.

● Engage family members and parents to build connection with donors.

● Run an annual youth department fundraising campaign with a celebrity scholar and seek 100K donations based on the value provided.

● Have on-going meetings with youth volunteers and project managers to get updates.

● Meet monthly with the Board of Directors to go over any program requirements.

Alhuda Youth Director

This agreement (contract) is made in Fishers, Indiana between Alhuda Foundation religious, educational non-for profit, hereinafter referred to as “Foundation,” and \_\_\_\_\_\_\_\_\_\_ hereinafter referred to as “YD”.

The responsibility of the YD is to provide development, coordination, and oversight of community services, and to build a positive event program. He must integrate recreational activities with educational and spiritual components and provide leadership to youth, including but not limited to tutoring and mentorship programs, community social events, education events, and interfaith social events.

**1. Term**

The Foundation agrees to employ the YD and the YD agrees to work full-time for the Foundation starting upon signing of this contract. Full-time is based on enough time and effort put in to fulfil tasks outlined in this contract and perform to satisfaction of board of directors’ quarterly evaluation.

**2. Duties**

The Youth Director shall exemplify the ideals and principles of Islam. The Youth Director shall promote the Foundations philosophy, objectives and policies and shall strive to foster a healthy and positive Foundation atmosphere. The coordinator's duties are outlined in the “Responsibilities of the YD” document.

**3. Compensation and other agreements**

The Foundation agrees to compensate at $\_\_\_\_\_\_\_\_\_\_\_ per year.

The Foundation agrees to provide the following:

* A set of keys to the YD, including keys for the gym, kitchen, interfaith room, daycare room, maintenance room in the gym.  Interfaith room use will be permitted when available for regular for meetings with older youth and new reverts and the room’s tidiness and cleanliness is maintained during and at the end of the use.
* Approval of quarterly events in advance. A proposal will be provided to the board at the beginning of each quarter, detailing the events in the coming quarter.
* Professional cleaning crew as requested.
* Security Service when requested.
* Reporting to a core group of board member.
* Storage shed/room access for necessary equipment.
* Annual fundraising for event program. First paycheck two weeks after the start date and then continue biweekly basis.
* Meet the BOD monthly for performance evaluation.

Al Huda Foundation (Foundation) agrees to have proper insurance coverage in place to cover any loss, cost, claim, injury, damage, or liability sustained or incurred by anybody participating or associating in or with any event related to the YD’s position.   The Foundation agrees to defend, indemnify, and forever hold harmless the YD or any and all claims, allegedly arising from any loss, cost, claim, injury, damage, or liability sustained or incurred by anybody participating or associated in or with any event related to the event coordinator’s position.

**4. Amendment & Termination**

A. This contract may be amended or terminated by a mutual written agreement of both parties.

B. Either party may terminate this agreement without cause by giving a month’s written notice to the other

party. Also, either party may terminate this agreement if the other party fails to comply with its terms, by

giving a 21-day written notice. Casualty to the Foundation property such as fire or any other financial or

catastrophic incident causing cessation of the Foundation operation shall empower the Foundation to

immediately terminate this agreement. Likewise, the Foundation shall hold the YD

harmless for immediate termination of this agreement for reasons beyond control such as catastrophic

illness or permanent disability.

**5. Arbitration**

The parties agree that any and all disputes arising under the terms of this contract as a result of the

employment relationship between the parties and which cannot be resolved by them, will be submitted to

binding arbitration conducted by a panel of Muslim scholars. The parties further agree that each party is

specifically denied access and waives any and all rights to any other tribunal, whether federal or state

courts, or any other judicial body, whether by jury or non-jury for the resolution of any dispute arising

hereunder. In the event that either party seeks access to another tribunal for the resolution of any dispute

arising hereunder, and such tribunal determines that such dispute is governed by the provisions of this

paragraph, such the party shall pay any and all costs, including reasonable attorney fees, incurred by the

other party contesting such dispute. The parties agree that the qualifications for membership on the panel

shall be: (1) The person be a practicing Muslim, who can and will willingly participate in the deliberation

of the dispute; (2) the person is not related or directly associate with either party; and (3) the person has

demonstrated background or experience that reasonably relates to the dispute in question. The manner of

selection shall be that each party shall select one panel member and the third panel member shall be

selected by mutual agreement of the parties. If the parties cannot agree within 30 days as to a third panel

member, then the two (2) selected panel members shall mutually agree upon the third member. If the two

panel members cannot agree within 30 days as to the third panel members, then the third panel member

shall be selected by the Islamic Society of North American “ISNA”.

Contract Start Date:

President  BOD                                                                                    President BOT

Majdi Abusalih                                                                                     Sohel Anwar

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_                                                                         \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Youth Director

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