



ALIF Youth Halaqa | Text Only 928-719-6882 | [alif@tempemosque.com](mailto:alif@tempemosque.com) | [www.tempemosque.com/alif](http://www.tempemosque.com/alif)



# ALIF - Staff – Volunteer Handbook



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Dear ALIF Staff/Volunteers:

Assalamu Alaikum Wa Rahmatullah! We would like to welcome you and thank you for your continued commitment, support, and cooperation to make this youth halaqa program a successful one, Alhamdulillah. May Allah (SWT) reward you for your dedication to serve for Islam and our youth!

ICC ALIF youth Halaqa program has certain expectations of team members / volunteers. In order to secure a positive and healthy environment at the Masjid and wherever else ICC ALIF events may be held, the staff/volunteers need to have specific skills, competencies and proficiencies.

We have prepared a helpful “Handbook” for your convenience.  
Please review the “Handbook” and familiarize yourself with the following.

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We are blessed to have you in ALIF team, and looking forward to working with you, In-Shaa’ Allah. We understand this is a lot of information to digest in one sitting. This booklet is designed for your convenience. You may refer to it yourself any time throughout the year. Please feel to contact us with any questions or concerns you may have.

Your commitment and support are very much appreciated. Thank you and Jazakum Allahu Khairan for partnering with ALIF Youth Halaqa program.

Sincerely,  
ICC ALIF Youth Halaqa Administration



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#### **ALIF Staff-Volunteer Personnel:**

- ALIF staff consists of program Administrators, Safety patrol, Admin/Event Support, Teachers, and Teachers' Assistants.

#### **Code of Conduct:**

ICC ALIF youth halaqa program has certain expectations of team members/volunteers. To secure a positive and healthy environment at the Masjid and wherever else ICC ALIF events are held, the Team Members/volunteers need to have specific skills and proficiencies.

- One should have a commitment to make ICC ALIF youth program a better place to enjoy, learn, and above all, earn Allah's pleasure.
- All team members/volunteers are expected to perform their roles and responsibilities Islamic way and in a professional manner (i.e. team members/volunteers are expected to be polite, courteous and considerate while at service).
- Any improper behavior such as verbal abuse (i.e. scolding, yelling, cursing, name calling, bullying, etc.), physical contact, etc. is not allowed.
- Failure to meet ALIF expectations may necessitate counseling.
- If there are any issues, team members/volunteers must consult and communicate them with ICC ALIF administration first, and should follow the "Privacy, Confidentiality, Communication, and Conflict Resolution Policy".



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### **Principles of Ethical Communication:**

- Be Truthful and Honest.
- Active Listening.
- Speak non-judgmentally.
- Speak From Your Own Experience.
- Consider the Receiver's Preferred Communication Channel.
- Strive To Understand.
- Avoid A Negative Tone.
- Do Not Interrupt Others.
- Respect Privacy and confidentiality
- Accept Responsibility

### **Privacy, Confidentiality, Communication & Conflict Resolution Policy:**

Privacy and confidentiality policy is very important for an organization like ICC ALIF youth program. This policy promotes a healthy and positive environment for the parents, students, staff/volunteers, and community at large.

To ensure privacy, confidentiality and a healthy environment, adherence to the following is required.

- Issues not related to ICC ALIF should not be discussed with staff/volunteers.
- All issues should be resolved with mutual respect, consultation, and participation.
- Confidentiality must always be protected. Try to discuss issues only with the people involved, and with the intention of resolving the issues. Avoid gossip and mitigating toxic conversations about the private lives of students and/or personnel.
- ALIF staff/volunteers are encouraged to work as a team to help each other and to share knowledge and experience with each other while protecting confidentiality.
- If there is a major conflict that needs to be discussed or resolved, please try to have a witness from ALIF administration during discussions with people, parents, staff/volunteers etc., to avoid potential contradictions.
- Open communication and honesty are the key to a successful organization. Any unresolved issue should be discussed with ALIF administration with intention to resolve the issue. Please remember, every issue has a time and place to be addressed, please act accordingly.
- ICC BoD/administration may be consulted to resolve the situation if needed. ALIF staff/volunteers may be asked to step down for any disorderly conduct on his/her part.



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### **Dress Code:**

All staff/volunteers are required to follow Hijab guidelines according to Islamic Shari'ah, which is based upon Qur'an and Sunnah. Hijab is the Islamic standards of modest dress code and conduct. Not following the dress code may necessitate counseling. A person should feel confident being Muslim and be able to act according to Islamic Shari'ah.

- The person must be clean of all impurities either through Ghusl or Wudu and must be well groomed.
- All garments worn should be clean. All garments should be loose and thick enough so as it is not possible to see through and should not show the shape or color of the body.
- The awrah or covering for men is defined as the area between the navel and the knee. ALIF requires shirts with sleeves and long or ¾ long pants. ALIF also recommends wearing garments without logos, faces, and images of living objects, any jewelry etc.
- The awrah or covering for women is defined as the whole body except for the face and hands. They must be covered from head, to wrists, to feet. Female staff/volunteers are required to follow the above guidelines while making sure their shirt / top, or dress comes down to the knees so as to not expose the midriff, hips and buttocks. All females of all ages are required to wear the head cover in the classroom and in the Masjid. While wearing a head cover, make sure it covers the neck and the chest area as well.

### **Timings & Class Schedule:**

- ALIF Halaqa sessions are held on Fridays from 6:45 to 8:15 pm.
- All teachers & teachers' assistants are required to arrive at the Masjid by 6:30 pm. There will be days when the timings might change, but enough notice will be given to the entire staff.
- Safety patrol and admins are required to arrive at the Masjid by 6:00 PM.
- ALIF staff/volunteers are responsible for the students' safety until school is over.
- Staff members will need to attend meetings outside of school hours at times that are agreed upon beforehand by the majority of the staff members.

### **Attendance Policy: (Absence/Delay Reporting Guidelines)**

- Attendance is a crucial part of ALIF Halaqa program. It is a responsibility of each staff/volunteer to attend promptly, at least 15 minutes prior to his or her session begins.
- Report any unavoidable delays to the "ALIF Team" or "ALIF SP & Event Support" WhatsApp groups.
- Report any possible/unavoidable absence 72 to 24 hours prior to each session, so administration can have enough time to accommodate your replacement.



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**Roles and Responsibilities:**

- In order to secure a positive learning environment at ALIF Youth Halaqa program, the staff/volunteer needs to have specific traits, skills, and competencies.
- The staff/volunteer is expected to perform his/her role and responsibility Islamically and in a professional manner.
- Along with the ALIF “Parent/Student Handbook”, please read “Staff/Volunteer Handbook” thoroughly and comply with all rules and regulations set by ALIF Youth Halaqa program.
- To discipline a student, staff/volunteers should follow certain procedures that are listed in the “Parent & Student Handbook” and “Staff/Volunteer Handbook”. The staff/volunteer must also consult and communicate with the administration or ask for suggestions he/she may need.
- Any improper behavior such as verbal abuse, physical contact, etc. is not permitted.
- Failure to meet ALIF expectations may necessitate counseling.
- *Keep in mind, your performance may have an impact on your recommendation or reference request from ALIF when you may need it.*
- *In order to receive any recommendation or reference from ALIF, an individual is required to have two months of service at ALIF.*

**a) Administration:**

- Assumes leadership and visionary role in supervision and management of the school.
- Functions as a chair of the school board committee to oversee:
  - ✓ Policy and procedures
  - ✓ Curriculum
  - ✓ Staffing
  - ✓ Admission and registration
  - ✓ Finances
  - ✓ Activity Planning
- Clarifies all the rules and responsibilities to all staff members.
- Assists ALIF staff with academic and non-academic issues.
- Handles academic and non-academic issues with parents.
- Will make sure one responsible administrative staff member is available at ALIF with every ALIF session/event.
- Is responsible for overseeing the ALIF’s operation.
- Implements policies and procedures as set forth by the ALIF administration & ICC Board.
- Assists administrative personnel with financial/account information/paychecks.
- Conducts student registration and collect fees.
- Attends ALIF meetings.
- Coordinates fun & activities for boys’ and girls’ activity sessions
- Does inventory of the supplies for activities, events, etc. and fulfill/purchase as required.



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b) Safety Patrol & Admin/Event Support:

 **ALIF Safety Patrol Lead Job Description & Responsibilities:**

Safety Patrol Lead would be responsible for overseeing the entire safety patrol team and fulfilling following job requirements/duties:

- Implements policies and procedures as set forth by the ICC ALIF Youth Halaqa Administration
- Schedules all safety patrol volunteers for the entire semester if doable.
- Delegates duties/chores among the volunteers
- Instructs/explains job duties to the volunteers
- Keeps track of the scheduled volunteers & their performances
- Records in the Safety Patrol Log - Google spreadsheet - all safety related incidents and report to the administration as needed.

The patrol volunteer's job is to remind students of classroom, hallway and play area safety rules and to guide them in making safe choices on Masjid property. Patrols receive instructions in guidelines and procedures from the Safety Patrol Lead or administration. Duties of all patrols are listed below.

- Set up orange cones at the north-side parking entryway to block the vehicular traffic. Help with handicap parking if needed.
- Put back/clean up all equipment/debris after the session.
- Watch for any unsupervised students, boys or girls around the Masjid premises and direct/help them to the proper destination.
- Keeping extra attention during boys Game Night event
- Report inappropriate behaviors by the youth or presence of youth in the back parking lot.
- help administration as needed in ensuring all youth have a safe place to play outside, away from cars and dark areas.
- Set a good example and encourage students to also observe safety rules.
- Always be on time – arrive at Masjid at 6:00 pm and be at your post by 6:30 PM or as instructed by the lead or administration.
- Wear a patrol safety vest and badge.
- Know and help fairly enforce all rules and regulations.
- Report any unsafe situations or behaviors to the administration.
- Attend and participate in all patrol meetings when asked.
- If you are going to be absent or unable to be at your post, you must let the Patrol Lead or administration know ahead of time.
- Do not treat your post as a position of power. It is not your responsibility to take disciplinary action against students. Report any unsafe behavior to the administration.

*\*Job duties may be modified as needed.*



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### 👉 Patrols and Students:

Patrol members provide direction and assistance for students. Reports can be filled out and given to administration under the following suggested procedures for patrols:

- If you notice a student not following expected behaviors, ask the student politely to stop the inappropriate behavior.
- If the student continues, give the student a warning in a calm voice.
- If the student still continues, give a second calm warning.
- Record in the Safety Patrol Log google spreadsheet if inappropriate behavior continues.
- Report all actions to the administration within 24 hours.
- Under no circumstances ever use physical force or physical contact to enforce discipline.

### 👉 \*ALIF Safety Patrol & Admin Support Team's Daily Guide\*

In order to have open communication and know everyone's' expectations along with ALIF admin expectations, please read below:

- ✓ Safety Patrol & Admin Support Team are responsible for throughout the ALIF session.
- ✓ Safety Patrol Team is requested to arrive at least 45 minutes prior to class beginning, by 6:00 PM.
- ✓ Admin Support Team is requested to arrive at least 45-30 minutes prior to class beginning, by 6:00 t-6:15 PM.
- ✓ Safety Patrol & Admin Support Team are requested to please sign yourself in and follow up with setting up
  - Outdoor: take all safety measures for you and others.
  - Indoor: all 3 floors with partitions
  - ACs
  - Upstairs' curtains
  - Administration office with relevant essentials
  - Safety patrol KK and take attendance when you are assigned.

Any request to the administration for additional staff or equipment must be made 24 - 48 hours in advance.

- ✓ Safety Patrol & Admin Support Team, please visit ALIF website at [tempemosque.com/alif](http://tempemosque.com/alif) and read "ALIF Parent and Student Handbook" and often discuss & remind members/students relevant roles & responsibilities as needed.
- ✓ Safety Patrol lead is responsible to delegate/communicate chores, any messages, etc. to their support team.
- ✓ **Be-Aware-Of:** ALIF Visitor Policy: Have prior approval from the administration for any visitor/volunteers beside the assigned staff/students of the program.





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### c) Teachers and Teacher's Assistant

- Implement policies and procedures as set forth by the ICC ALIF Youth Halaqa Administration
  - Assist administration and ALIF staff with academic issues.
  - Provides a classroom environment that is conducive to learning.
  - Prepares appropriate syllabus/lesson plans/activities for each semester.
  - Lead teachers provide the lesson plans for the whole semester at least a week before the semester starts.
  - Lesson plans should include detailed material to be covered in the class, a list of activities, and list of sources from which the material is derived. When using a Hadith in the class material, make sure the hadith is authentic (sahih). Weak or fabricated Hadiths cannot be used in the class.
  - Discuss and implement “Parent and Student Handbook” with the students.
  - Ensures the proper behavior of his/her students at all times.
  - Clarifies his/her expectations to the teaching assistants.
  - Tracks student attendance. (Administration will provide the attendance sheet on a clipboard and will collect 30 minutes prior to the end of each session.)
  - Attend ALIF Halaqa program the entire length of the session unless prior arrangement has been made.
  - Arrive at least 15 min prior to class start time, be present during the entire class and be prepared to conduct the class in scheduled timing.
  - Attending all ALIF Youth Halaqa Board meetings.
  - Maintain positive attitude while dealing with the students/parents/peers and help make the Youth Halaqa program a fun experience for him/her/other staff and students.
  - Under no circumstances ever use physical force or physical contact to enforce discipline
  - ICC strictly enforces a no-touch policy. Always avoid physical contact with the students.
  - Lead teachers purchase classroom supplies as needed and provide admin with the receipts.
  - Lead teachers will create a WhatsApp group for their class for parent-teacher communications.
- **While doing the on-line classes, the teachers shall adhere to following guidelines:**
- Start the online session at least 5 minutes before scheduled time and admit all students promptly.
  - Mute the students unless they are required to be part of the discussion.
  - Assign moderating duty to a teaching assistant to monitor chat and make sure students don't post inappropriate messages to the group.
  - Take attendance of the class and periodically submit the attendance to the admin.
  - Keep in touch with students/parents through their class specific WhatsApp group.
  - Make sure any uninvited people or strangers don't log-in during the class. All attendees must identify themselves promptly.
  - If going to be absent or delayed, lead teachers must assign a teaching assistant to conduct the class in his/her absence, but class must be started on time under all circumstances.

### Compensation:

ALIF is run on a voluntary basis yet professionally run program. As a gesture of appreciation, Compensation Gifts will be given to ALIF Staff/Volunteers at the end of each semester. Compensation gift could be a gift item, cash, gift card, etc.



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*“R You Ready?”*

### **ALIF Volunteer Application Info**

ICC ALIF Youth Halaqa program has certain expectations of team members / volunteers. To secure a positive and healthy environment at the Masjid and wherever else ICC ALIF events are held, the staff/volunteers need to have specific skills, competencies, and proficiencies.

Please review and familiarize yourself with the Roles and Responsibilities section of this handbook before submitting the application. 📌

- Person must be 17+ years old.
- Person assumes / comply to follow his/her roles and responsibilities according to ICC ALIF domain / culture, and in a professional manner.
- Person needs to have at least a high school diploma. Exceptions can be made.
- Person must be committed and be motivated to work as a team.
- Person must be a team player.
- Person must be able to follow directions by the administration/leads.
- Person must have good communication skills with adults and children.
- Person must have good work ethics.
- Person should be looking for to earn pleasure of Allah (SWT) by working at ALIF.

## **ICC ALIF Volunteer Application Form**

**Click the link below to apply!**

👉 [ICC - ALIF Volunteer Application](#)