



ISLAMIC SOCIETY OF CENTRAL FLORIDA

VOLUNTEERS WANTED

TITLE OF POSITION	BRIEF DESCRIPTION OF THE POSITION	REQUIREMENTS OF THE POSITION (E.g. (Dates/times/location/transport/skills, timelines etc)
Welcome Wagon Volunteer	Able to welcome new families and individuals to the community by communicating services provided by the organization	Willing to work as part of a team Maintain a personable character Able to assist families with information about Orlando and the Muslim community
Youth Group Counselor	Assist in guiding specific youth to participate and succeed in the youth group. Be a role model for the students. Report directly to the youth coordinator.	Be motivated and work well with youth Be organized and committed Be responsible and respectful Be willing to spend at least 3 hours with youth on weekends
Social Services Organizer	Assist in organizing and distributing donated items to families and individuals who are less fortunate.	Be committed and motivated to help people Possess organizational skills Be able to work well with people
Donated Items Collector	Help gather and collect donated furniture, canned foods, clothes and other items for distribution.	Follow instructions well Be personable and motivated Able to carry heavy items Be organized Be a team player
Clothes Distributor	Help give out clothing and other material to the less fortunate	Be dedicated and passionate about helping people Be available during the weekend Has transportation
Food Pantry Associate	Help prepare bags of basic food for needy families in the community	Be dedicated about helping people Have flexible availability Good organizational skills
Landscaping	Help beautify the Masjid and maintain its landscape appearance	Flexible times per week Willing to work outdoors Able to use landscaping equipment

Hospital Visitations	Visiting members of the community that are hospitalized for sickness or injury	Able to work well with people Comfortable visiting hospitals Maintain contact with patients for any special needs that they might have
Events Photographer	Taking pictures of the community at special events	Comfortable using a camera Provide flexible hours of availability Able to work well with people
Emergency Response Unit	Help in relief efforts at times of disasters	Comfortable working outdoors Able to work in a team setting Have compassion for people Willing to receive training
Bookstore Support	Sort books and material for Masjid library, set up books for sale after Jummah prayer	Have organizing skills Able to work with people Have a passion for books Available after Jummah
Community Events Cook	Help cook at major events in the community	Comfortable using BBQ Grill Background & experience in cooking Works well in a team
Community Events Volunteer	Help organize and plan community events Help with logistics and set-up	Have organizational skills Willing to work as a part of a team Respectful and disciplined
Adopt-A-Highway Program	Help organize quarterly clean-ups of nearby streets near the Masjid	Organizational Skills Works well in a team
Muslim Healing Clinic Attendant	Help operate the clinic at Masjid Al-Rahman	Organizational skills Flexible availability Committed and Dedicated Able to manage projects well
Medical Professional Volunteer	Help needy families and individuals as a volunteer licensed doctor or nurse at the Muslim healing clinic	Organizational Skills Flexible availability Licensed with the State of Florida Willing to work as a team Patient and Dedicated
Mentor	You will mentor a child between the ages of 5-18yrs that has a parent in prison. This program is a partnership with Children's Home Society.	Spend at least one hour a week for a year with the child Be at-least 21 yrs of age Complete an application, interview and screening Attend a training session Become a role model for the child

Secretary	Assist in the administrative duties of the Masjid	Answer the telephone Filing and typing documents Flexible on availability Be personable
Counselor	Help homeless and impoverished persons to cope with their conditions	Be patient and dedicated Willing to work with people Act as moral support for individuals
Da'wah Volunteer	Willing to engage community by inviting them to learn about Islam with the Center for Peace team	Be patient and dedicated Be personable and comfortable with people Be flexible with times of availability
Feeding the Homeless	Help feed the homeless in the downtown area	Be patient and dedicated Serve food and refreshments Work well in a team setting
Carpenter	Willing to assist in improving the look of the Masjid	Background in working with wood Be dedicated to the work Flexible on availability
Masjid Painter	Help paint Masjid on specific projects	Experience with painting Be dedicated to the work Works well with people
Masjid Electrician	Willing to help Masjid with electrical issues	Has electrical experience Be dedicated to the work
Masjid Plumber	Help Masjid with plumbing needs	Has plumbing experience Be dedicated to the work
Masjid Maintenance	Help keep the Masjid clean and orderly	Flexible hours Be dedicated to the work Willing to take direction well
Masjid Parking Personnel	Assist in maintaining order and safety with the parking process	Be on time and responsible Willing to work as part of a team Be patient and respectful
Weekend School Teacher	Teach young children the basics of Islam Help organize lesson plans and supervise children's progress	Strong organizational skills Willing to work as part of a team Qualified to teach the subject Be patient and respectful
Events Set-up Crew	Help in setting up tables and chairs for events at the MECCA hall	Be responsible and dedicated Willing to work as part of a team Be patient and respectful

Recreation & Athletic Crew	Help coach and train youth and adults on diverse sporting activities	Experience in coaching and training Be responsible and dedicated Willing to work as part of a team Be patient and respectful
Newsletter Reporters for Masjids	Write articles about events and activities within ISCF	Good writing skills Be responsible and dedicated Be patient and respectful
Security and Safety Personnel	Help insure security at Masjid or school facility	Willing to work flexible hours Be on time at volunteer shift Personable and able to approach people
Graphics Designer	Help develop marketing material through flyers and banners	Skillful with art and graphic design Fulfill assignments in a timely manner Comfortable with different graphics software
Video Production	Help produce videos and documentaries related to the community	Video skills and equipment Creative and innovative Organizational skills
Grant Writer	Help write grants to fund specific ISCF programs	Strong writing skills Experience writing grants Organizational Skills
Ramadan Preparation Volunteer	Help during the month of Ramadan with feeding or clean-up at the daily Iftar program	Willing to work as part of a team Respectful and disciplined Willing to work flexible hours
Life Skills Presenter	Help provide workshops and training for community members about useful skills and information (Ex: ESOL, arts and crafts, language, etc.)	Comfortable speaking in public Organizational skills
Business Sponsorship Liaison	Reach out to community businesses to solicit for sponsorship and advertising with the organization	Comfortable talking over the phone Willing to work as part of a team Computer skills
Masjid Informational Table Set-up	Will to supervise an informational table at the Masjid after Jummah prayer	Comfortable talking with people Courteous and respectful

General
Volunteer

Willing to help out in general projects

Comfortable with physical work
Willing to work as part of a team

EID ACTIVITIES VOLUNTEER LISTINGS

Eid Festival
Preparation
Volunteer

Help in the preparation of the Eid
activities during the prayer

Willing to work as part of a team
Respectful and disciplined
Volunteer early hours of the day

Festival Set-up

Help set-up tents, chairs and tables

Arrive 8am on Eid Day
Willing to work as part of a team
Respectful and disciplined
How long can you stay?

Food Set-up

Help with organizing of food station

Arrive 8am on Eid Day
Willing to work as part of a team
Respectful and disciplined
How long can you stay?

Supervising
Children's Rides

Help make sure kids are not hurt
and are following rules at the festival

Security

Help maintain order and safety of
crowd
Make sure no one is passing out
prohibited material

Arrival 7:30am on Eid Day
Check in at Volunteer Station
Check out at Volunteer Station

Parking	Help community members park cars in an orderly fashion	Arrival 7:30am Check in at Volunteer Station Check out at Volunteer Station
Set-up Signs	Distribute signs in designated areas of field	Arrival 7:30am Check in at Volunteer Station Check out at Volunteer Station
Food Distribution	Help organize and serve refreshments to members of the community	Arrival 7:30am Check in at Volunteer Station Check out at Volunteer Station
Passing Out Donation Boxes	Help pass out donation boxes through prayer lines	Arrival 7:30am Check in at Volunteer Station Check out at Volunteer Station
Set-up & Break Down	Help set-up tarps for prayer event Setting up tables and chairs	Arrival 7:30am Check in at Volunteer Station Check out at Volunteer Station
MARKETING COMMITTEE	Help market for ISCF events in the community	Willing to work as part of a team Maintain a personable character Media Skills such as graphic design, flyers, brochures, etc.
EVENTS COMMITTEE	Help organize events in the Muslim community and general public	Willing to work as part of a team Maintain a personable character Organizational Skills in preparing for events