



RAMADAN JOB OPPORTUNITIES

Dar al-Hijrah has several job opportunities available during the month of Ramadan. All positions are temporary and candidates should be able to work seven days a week for the entire month. All temporary part timers will be responsible for their own taxes.

Youth Activities:

- **Youth Activities Assistant (Boys)** – 3 Positions available Salary: \$10 per hour
 - Responsibilities: Supervising youth ages 8 and up in the game room, assisting the youth director.
 - Cleaning the game room every night and taking the trash out before closing.
 - Selling candies and drinks to kids in game room.
 - Bringing the revenue to the administration office every night before closing.
 - Hours: 8:00PM to 12: 00AM (Maghreb until after Taraweeh)
 - Experience in supervising youth preferred. Because this position involves supervising boys, applicant must be male.
 - References required

- **Youth Activities Assistant (Girls)** – 2 Positions available Salary: \$10 per hour
 - Responsibilities: Supervising and teaching children between the ages of 9 to 12, reporting to the principal of the weekend school, creating fun activities for the children.
 - Providing good atmosphere for youth to participate in Taraweeh prayer.
 - Cleaning the classroom every night before closing.
 - Hours: 9:45PM to 12:00 AM (Isha until after Taraweeh)
 - Experience in supervising and teaching children preferred. Because this position involves supervising girls, applicant must be female.
 - References required

- **Youth Activities Assistant (Girls)** – 2 Positions available Salary: \$10 per hour
 - Responsibilities: Supervising and teaching youth between the ages of 13 to 17, reporting to the principal of the weekend school, creating fun activities for the children.
 - Providing good atmosphere for youth to participate in Taraweeh prayer.
 - Cleaning the computer room every night before closing.
 - Hours: 9:45PM to 12:00AM (Isha until after Taraweeh)

- Experience in supervising and teaching children preferred. Because this position involves supervising girls, applicant must be female.
- References required
- **Taraweeh School Teacher (Girls)** – 4 Positions available Salary: \$10 per hour
 - Responsibilities: Supervising and teaching youth between the ages of 4 to 8, creating fun activities for the children.
 - Hours: 9:45PM to 12:00 AM (Isha until after Taraweeh)
 - Reporting to the principal of the Weekend School.
 - One year experience in supervising and teaching young children. Because this position involves supervising girls, applicant must be female.
 - References required

Baby Sitters

- **Baby Sitters** – 4 positions available Salary: \$10 per hour
 - Responsibilities: receive children from the parents, sign children in and out, provide a safe environment for the children, dispense snacks obtained from the office manager of the ladies' section, create fun games for the children, contact parents in the case of emergencies, clean room after use.
 - Reporting to the office manager in the sisters' office
 - Hours: About 3 hours per day – From 9:45 to After Taraweeh – First Two Weeks; From 9:15 to After Taraweeh – Second Two Weeks
 - Experience in supervising young children preferred. Because this position involves supervising girls, applicant must be female.
 - References required

Kitchen Positions

- **Cooks** - 9 positions available - shifts vary Salary: \$10 per hour
 - Responsibilities: help & Prepare meals for 800 plus persons, prep vegetables, prepare salad, prep meats and fish, clean kitchen
 - Hours: Early shift – Fajr to Asr; other shifts vary
 - Experience preferred. Must be able to lift 50 lbs or more
 - References required
- **Sohour Cook** Salary: \$10 per hour
 - Responsibilities: Prepare eggs, feta cheese, fowl, salad, and pita or any other sohour diet for 200 persons, and clean up
 - Hours: 3 hours before Fajr adhan until after Fajr
 - Experience preferred. Must be able to lift 50 lbs or more.
 - References required

- **Dishwashers – 5 positions available** Salary: \$50 per night
 - Responsibilities: Wash pots, pans, utensils, equipment and clean kitchen
 - Hours: After Maghrib/Iftar until done
 - Experience preferred. Experience in using commercial dish washing machine preferred. Must be able to lift 50 lbs or more.
 - References required

Iftar Set Up/Clean Up

- **Courtyard Set Up/Clean Up (Men's Area) – 2 positions available** Salary: \$10 per hour
 - Responsibilities
 - Remove carpet
 - Set up 30 tables, 10 chairs per table, table cloths, plates, plastic ware and napkins
 - Place drinks on tables
 - Set up 2 Iftar tables with dates and drinks in lobby area
 - Serve food trays to tables
 - Clean up courtyard
 - Set up courtyard for prayer, fold and store tables and chairs, and spread carpets for prayer
 - Remove trash
 - Hours: 5 hours total with 2 hours of set up with flexible schedule after Dhur and 2 hours of service and folding tables & removing carpets from Maghreb to Isha
 - Because this position involves serving men, applicant must be male.
 - References required
- **Iftar Set Up/Clean Up (Sister's Area) – 5 positions available** Salary: \$10 per hour
 - Responsibilities:
 - Set up Iftar in Ladies' Lecture Hall and Cafeteria
 - Set up tables, 10 chairs per table, table cloths, plates, plastic ware and napkins
 - Place drinks on tables
 - Set up 2 Iftar tables with dates and drinks in lobby area
 - Serve food trays to tables
 - Clean up area
 - Set up areas for prayer, fold & store tables and chairs, spread carpets for prayer
 - Remove trash
 - Hours: 6:00PM to 10:00 PM
 - Because this position involves serving women, applicant must be female.
 - References required

- **General Cleaning Positions** – 1 male position/1 female position available
Salary: \$10 per hour
 - Responsibilities: Clean bathrooms, hallways, and lobby; remove trash from prayer area
 - Hours: 7:30PM to 11:00PM
 - Applicant must be male to work in the men's section and female to work in the women's section.
 - References required

Security Positions

- **Security (Men's) 9 positions** Salary: \$10 per hour
 - Responsibilities:
 - Control parking – ensure no illegal parking, traffic flow control, prevent selling from cars or on the parking lot.
 - Ensure children are in their assigned programs and not playing or loitering in the parking lot
 - Observe and report suspicious items or activities
 - Guide and Treat community members with courtesy and respect
 - Hours:
 - Maghrib parking lot – 2 position - Maghrib to 12:00 PM
 - Courtyard position - 2 positions – Maghrib to 10:00PM
 - General positions – 5 positions – 10:00PM to 12:00PM
 - Experience preferred, references required
 - Age must be 20 years or more
- **Security (Women's) – 2 positions** Salary: \$10 per hour
 - Responsibilities:
 - Ensure safety of community members in prayer hall and iftar areas
 - Ensure children are in their assigned programs and not playing or loitering in the prayer areas
 - Directing sisters and mothers where to go in the designated areas
 - Observe and report suspicious items or activities
 - Treat community members with courtesy and respect
 - Hours: 9:30PM to 12:00PM
 - Experience preferred, references required
 - Age must be 22 years or more

DAR AL-HIJRAH JOB APPLICATION FOR RAMADAN 2014

(Documentations/Proofs are required to accept the application)

Please select the position of your interest in order of preference (1, 2, 3, etc):

<input type="checkbox"/> Youth Activities Assistant (Boys) ages: 9 to 17	3 Positions available	(Salary: \$10 per hour)
<input type="checkbox"/> Youth Activities Assistant (Girls) ages: 9 to 12	2 Positions available	(Salary: \$10 per hour)
<input type="checkbox"/> Youth Activities Assistant (Girls) ages: 13 to 17	2 Positions available	(Salary: \$10 per hour)
<input type="checkbox"/> Iftar Set Up/Clean Up (Men Area)	2 positions available	(Salary: \$10 per hour)
<input type="checkbox"/> Iftar Set Up/Clean Up (Sisters Area)	5 positions available	(Salary: \$10 per hour)
<input type="checkbox"/> Baby Sitters	4 positions available	(Salary: \$10 per hour)
<input type="checkbox"/> Security (Women's)	2 positions available	(Salary: \$10 per hour)
<input type="checkbox"/> Security (Men's)	6 positions available	(Salary: \$10 per hour)
<input type="checkbox"/> Cooks - shifts vary	9 positions available	(Salary: \$10 per hour)
<input type="checkbox"/> Sohour Cook	1 Position available	(Salary: \$10 per hour)
<input type="checkbox"/> Taraweeh School Teacher (Ages 4-8)	4 Positions available	(Salary: \$10 per hour)
<input type="checkbox"/> Dishwashers	5 Positions available	(Salary: \$50 per night)

Applicant's Name: _____ Last 4 of Social Security# _____

First Name Last Name M.I.

Address: _____
Street City State Zip Code

Phones: (CELL) _____ (HOME): _____ (EMAIL): _____

Date of Birth: _____ Gender: ☐ Male ☐ Female Citizenship/Visa Status: _____

Have you ever been employed with Dar Al-Hijrah during Ramadan? Yes ☐ No ☐ If yes, when? _____

EMPLOYMENT HISTORY: (Please start with your last job)

NAME OF COMPANY (Most recent employer)	DATE: FROM (month/year)	TO (month/year)	PHONE (Employer)
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1. _____
2. _____
3. _____

*** Note*:** References required for all positions

* Please submit the following with the job application:

- 1- Copy of picture I.D. and/or Driver's License
- 2- Copy of Social Security card.
- 3- Copy of work permit, or Green card, or Passport

By signing this application, you are authorizing Dar Al-Hijrah to do background check

APPLICANT'S SIGNATURE: _____ DATE: _____