

# The Council of Islamic Guidance

510 Concession 3 Rd, Pickering, Ontario, L1X 2R4, Canada



**Job Title: Supervisor**

## About us

The Council of Islamic Guidance is seeking a dedicated and experienced Supervisor to lead our team. This is a key leadership role responsible for overseeing staff and ensuring the efficient operation of our mosque.

## Key Responsibilities

1. Achieve department objectives by supervising staff, and organizing and monitoring work processes.
2. Maintain staff by recruiting, selecting, orienting, and training employees, as well as fostering an environment for personal growth opportunities.
3. Accomplish staff job results by coaching, counseling, and disciplining employees, planning, monitoring, and appraising job results.
4. Conduct regular training sessions to improve staff competency and service quality.
5. Implement and enforce systems, policies, and procedures to maintain operational consistency.
6. Maintain a safe and healthy work environment by establishing and enforcing organizational standards and adhering to legal regulations.
7. Complete operations by developing schedules, assigning and monitoring work, gathering resources, implementing productivity standards, resolving operational problems, maintaining reference manuals, and implementing new procedures.
8. Control expenses by gathering and submitting budget information, scheduling expenditures, monitoring variances, and implementing corrective actions.
9. Ensure quality service by enforcing quality and customer service standards.
10. Contribute to team effort by accomplishing related results as needed.

## Qualifications

1. Previous supervisory experience, preferably in a community or nonprofit setting.
2. Strong leadership, team-building, and management skills.
3. Excellent communication and interpersonal skills.
4. Ability to develop, implement, and enforce policies and procedures.
5. Strong organizational skills and the ability to multitask.

6. Problem-solving skills and the ability to make sound decisions.
7. Proficiency in budget management and expense control.
8. Commitment to providing quality service and upholding the mission of The Council of Islamic Guidance.

The Council of Islamic Guidance invites applications. As an organization serving the needs of its membership and the wider community, we take pride in our commitment to our members. We hold a strong belief in creating opportunities within our community, and thus, encourage applications from members of our organization.

Should you not currently be a member but are interested in this position, we welcome you to apply for membership at the time of your application. This enables you to participate fully in our community and to be eligible for employment opportunities such as this. Interested candidates are requested to submit their resume, along with a cover letter detailing their relevant experience and interest in the role. Applications will be accepted until the position is filled.

### **How to Apply**

Thank you for considering a career at The Council of Islamic Guidance. To apply for this position, please take a minute to fill out the following form:

<https://forms.gle/5T16gk5dewwQR2PQ7>

Please note that only shortlisted candidates will be contacted.

The Council of Islamic Guidance thanks you for your interest.