

BALTIMORE YEARLY MEETING JOB DESCRIPTION

Outreach and Inclusion Coordinator

[As approved by Interim Meeting, June 13, 2015]

Reports To: Development Director

FLSA Status: Exempt

Approved By: Camping Program Committee, 05/16/15

Approved By: Supervisory Committee, 06/03/15

INTRODUCTION

Baltimore Yearly Meeting (BYM) is a worshipping community, gathered in the presence of the Divine, affirming that of God in every person. The Yearly Meeting knits Friends from the Chesapeake to the Appalachians into the larger Religious Society of Friends. As Quakers, we seek to know and follow God's will for us as a gathered people, to speak the Truth that is revealed to us, and to listen to the Truth that is revealed to others.

The Baltimore Yearly Meeting Camping Program is a faith-based program carried out in community in wilderness settings. There are several hundred participants at three residential camps for children and youth as well as a Teen Adventure Program. The BYM Camp Diversity Program works to actively live out the Quaker values of Community and Equality by increasing the attendance, participation, ownership, and leadership of people from underrepresented backgrounds at every stage of the BYM camping program. To this end the program:

- 1) Recruits, transports, outfits, and provides funding for families of color and for people of diverse socio-economic backgrounds to participate in our camping programs,
- 2) Provides in-depth orientation and relationship-building opportunities to potential camper families, including a practice hike with discussion of camp culture and dealing with difference,
- 3) Solicits and assists qualified applicants from under-represented groups to apply for staff positions within the camping program,
- 4) Conducts professional development training for staff and volunteers as well as regular evaluations of program policies to ensure these are conducive to creating a diverse and inclusive environment,
- 5) Recruits young adults and Meeting members to serve in working groups to facilitate this effort, and provides orientation and training for committee service in BYM,
- 6) Serves as a conduit between BYM Camp Programs and the greater community of youth camps by sharing and researching best practices on diversity and inclusion.

All of this is done through extensive coordination of current camp staff, alumni, camper families, and other volunteers. This program has ignited a spark within Baltimore Yearly Meeting's efforts to become a more inclusive community.

The ad hoc Growing Diverse Leadership Committee (GDLC) works to develop a more inclusive Yearly Meeting as the Committee nurtures a broader level of organizational focus and action, which includes:

- Increasing the level of diversity at camps, in local Meetings, and the Yearly Meeting
- Increasing the level of attendance at local Meetings by people who have developed a Quaker identity at BYM Camps
- Strengthening relationships between young adults and local Meeting members in ways that increase young adult participation in local Meetings
- Increasing the participation in local Meeting and Yearly Meeting committees and in leadership roles by people from underrepresented groups such as young adults, people of color, and people from diverse socio-economic backgrounds
- Strengthening Yearly Meeting, local Meetings, and camps through increased vitality and cultural competency, helping them be patterns and examples for other Meetings and the world

JOB SUMMARY:

The Outreach and Inclusion Coordinator (OIC) engages in the ministry of helping BYM develop a diverse community primarily by helping our camping program to live into the Quaker testimony of equality. The OIC reports to the Development Director, who holds primary responsibility for overseeing the day-to-day work of the OIC. This is done in collaboration with the Camp Program Manager, who helps to prioritize and implement the relevant job duties. The OIC also works with the ad hoc Growing Diverse Leadership Committee (GDLC) and other relevant BYM committees to increase awareness around issues of race, ethnicity, class and equality in the camps and through the wider Yearly Meeting. The Outreach and Inclusion Coordinator is an ex officio member of the Camp Diversity Working Group (CDWG), Camping Program Committee (CPC) and the GDLC.

As Growing Diverse Leadership is a new program and the OIC is a new position, some evolution is to be expected as Yearly Meeting committees, staff and local Meetings work together toward the program's aims.

DUTIES & RESPONSIBILITIES:

- Coordinate Underrepresented Camper Recruitment and Orientation in collaboration with the CPC, GDLC and the CDWG.

- Support CDWG in recruiting campers primarily in Baltimore, Charlottesville, Washington, D.C. and other communities in BYM.
- Assist families to enroll recruited campers in camp, and coordinate filling out medical and other forms
- Coordinate with CDWG and local Meetings to ensure that a parent and a camper orientation happens in each participating city in springtime
- Work with CDWG and local Meetings to coordinate transportation and gear needs for recruited campers
- Visit camps during summer sessions
- Coordinate with CDWG and local Meetings to ensure that an evaluation event happens with all recruited campers in the Fall
- Work with ad hoc GDLC and local Meetings to nurture and strengthen relationships between recruited campers and their families and members of the BYM community.
- Assist with all diversity-related staff development
 - Work with Camp Directors and Youth Programs Manager to support diversity trainings for staff and volunteers
 - Assist in the recruitment of underrepresented applicants to apply for staff positions
- Work with the Youth Programs Manager to coordinate transportation for recruited campers to and from Junior Young Friends and Young Friends events
- Work with ad hoc GDLC to develop a plan for communicating about the program with broader communities and provide consultation as needed to committees tasked with increasing inclusion at Meetings
- Research, Program Development and Data Collection
 - Research and share best diversity practices between BYM camps in collaboration with CPC and GDLC committees
 - Assist the Camp Program Manager to develop an evaluation structure, to align with and measure against metrics of programmatic success. Record and maintain data related to program
 - Assist Development Director in collecting relevant alumni data
 - Facilitate “Diversity Audit” of each camp with staff and Alumni in collaboration with the CPC & GDLC.
- Work with Development Director and CDWG to fundraise 80% of camper fees for recruited campers
- Work with Young Adult Friends to compile a list of names, contact information, and interests/skills of participating young adults to give to BYM’s Nominating Committee Clerk.

- Maintain up-to-date documents describing practices specific to the position in collaboration with the GDLC.
- Perform other duties as assigned

DESIRABLE QUALITIES

- Experience with the Religious Society of Friends (Quaker) worship, processes and decision-making practices
- Experience working with 9-22 year olds in multicultural environments
- Experience in networking and community building
- Experience working with youth and families of diverse backgrounds, including people of color
- Experience working with groups and volunteers
- Experience in program evaluation
- Experience in fundraising and/or grant writing is a plus
- Knowledge and experience of BYM Camping Program, and/or residential camps in general

REQUIREMENTS:

- Must have excellent communication and coordination skills
- Must be able to comply with the requirements of the BYM driver and vehicle safety policy. Ability to or interest in driving van/bus is a plus
- Must follow all BYM policies, including the Youth Safety Policy
- Must be able to visit rustic camps and at times stay overnight and be able to attend BYM Annual Session in early August
- Must be familiar with Microsoft Office, (especially Word and Excel), experience with web blogging software preferred
- A background check conducted by BYM is required for employment

GENERAL POSITION INFORMATION:

- Frequent travel is required within Baltimore Yearly Meeting (District of Columbia-Maryland –Pennsylvania-Virginia-West Virginia)
- The OIC is a full-time position. The weekly work schedule will vary, including some weekend events

SALARY AND BENEFITS: Baltimore Yearly Meeting endeavors to provide salaries and benefits in line with those of other non-profit positions in the Washington metropolitan area. The salary for this position is commensurate with qualifications and experience. Benefits include health and dental coverage; long-term disability insurance; term life insurance; eleven

paid holidays; annual, personal, medical, maternity/paternity and adoption, and sabbatical leaves; retirement contribution.

NON-DISCRIMINATION: Baltimore Yearly Meeting, as a spiritual community, seeks to welcome all in participation of programs and in employment. The Yearly Meeting is an equal opportunity employer and does not discriminate in hiring based on race, gender, sexual orientation, disability, marital status, age, or national origin.

PHYSICAL DEMANDS: The physical demands described in the duties and responsibilities are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Evening meetings and weekend work is required.

WORK ENVIRONMENT: Baltimore Yearly Meeting has a relatively small staff and depends heavily upon volunteers and committee members to accomplish its work. Staff members are expected to work cooperatively with volunteers and committee members.

The BYM office building and grounds are smoke, drug, alcohol and weapon free.

This document describes the position currently available. It is not an employment contract. Baltimore Yearly Meeting reserves the right to modify job duties or job descriptions at any time.