

## BALTIMORE YEARLY MEETING JOB DESCRIPTION

### STRIDE Coordinator

03/07/19

**Reports To:** General Secretary  
**FLSA Status:** Full time, salaried, exempt  
**Approved By:** ad hoc Growing Diverse Leadership Committee  
**Approved By:** Supervisory Committee, *pending*

### INTRODUCTION

Baltimore Yearly Meeting (BYM) is a worshipping community, gathered in the presence of the Divine, affirming that of God in every person. BYM knits Friends from the Chesapeake to the Appalachians into the larger Religious Society of Friends (Quakers). 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 BYM Camping Program is a faith-based program carried out in community in wilderness settings. BYM operates four summer camps in Maryland and Virginia providing a summer camping experience for some 550-600 youth, ages nine to 17.

The STRIDE Program (Strengthening Transformative Relationships In Diverse Environments) is a volunteer-based program, composed primarily of young adults who have been involved in the BYM camping program and who live in urban communities across the Mid-Atlantic. The program works to actively live out the Quaker values of community and equity by increasing the attendance, participation, ownership, and leadership of people from underrepresented backgrounds at every stage of the BYM camping program. STRIDE Core Groups, organized by city, carry out the work of the program. To date, Core Groups have been active in Philadelphia, Baltimore, Washington, DC, and Charlottesville. Together, these Core Groups constitute the STRIDE Working Group.

As a program of BYM, the STRIDE Program is under the care of the Growing Diverse Leadership Committee (GDLC), which promotes equity, diversity, inclusion, friendship, and wholeness throughout the Yearly Meeting in order to build an anti-racist, multicultural faith community. As part of that work, GDLC supports the STRIDE Program and the STRIDE Coordinator and helps connect that work to the wider BYM community and build support for it.

STRIDE Core Group volunteers identify and recruit prospective campers and camper families, develop ongoing relationships with them, and represent the camps to the campers' families, who are not always able to go to the camps and see the program for themselves. They provide information to families so that families can learn about camp and can make informed decisions about their child's participation in the program.

The program encourages STRIDE campers to return year after year, building a long-term relationship with other campers and with the camping program. When they reach the right age, they are encouraged to apply to be camp counselors and staff.

The program provides diversity training and ongoing support to the each of BYM's camps to help make the camps more inclusive and welcoming for STRIDE campers and staff. The program provides a variety of supports and seeks feedback on how to help each STRIDE camper succeed and have fun. This means everyone who is part of BYM camps experiences a stronger community - one where everyone gets to practice and live out skills of equity, diversity, inclusion, and community.

To achieve these goals, STRIDE Core Group volunteers, with the support of the STRIDE Coordinator:

- Recruit, transport, outfit, and provide funding for people who would not otherwise have access to camp, including campers of color and from lower socioeconomic background, to participate in our camping programs
- Provide in-depth orientation and relationship-building opportunities to potential camper families, including a practice hike with discussion of camp culture and dealing with difference
- Solicit and assist qualified applicants from under-represented groups to apply for staff positions within the camping program
- Conduct or coordinate professional development training for camp staff and volunteers as well as regular evaluations of program policies to ensure these are conducive to creating a diverse and inclusive environment
- Recruit young adults to volunteer in STRIDE Core Groups
- Provide STRIDE volunteers with connection and orientation to BYM and Friends' faith and practice
- Serve as a conduit between BYM Camping Program and the greater community of youth camps by researching and sharing best practices on diversity and inclusion.
- Coordinate all efforts with current camp staff, alumni, camper families, and other volunteers

**JOB SUMMARY:**

The STRIDE Coordinator engages in the ministry of helping BYM become a diverse community and live into the Quaker testimony of equality. The Coordinator reports to the General Secretary, who holds primary responsibility for guiding the work of the Coordinator. The Coordinator serves under the care of the Growing Diverse Leadership Committee, which supports and provides vision, clearness, and guidance for the Coordinator and the STRIDE Program. The Coordinator works closely with the Camp Program Manager to assure a seamless connection between the camping program and the STRIDE program. The Coordinator may work with other BYM committees and staff to increase awareness around issues of equity, diversity and inclusion. The Coordinator is an ex officio member of each local STRIDE Core Group and the Camping Program Committee (CPC).

**DUTIES & RESPONSIBILITIES:**

- Support STRIDE Core Groups in carrying out its annual cycle of events
- Foster STRIDE Core Group member's organizational, philosophical and spiritual growth
  - Recruit new STRIDE Core Group members as needed
  - Plan and host orientations for new STRIDE Core Group members
  - Provide mission continuity as membership changes
  - Facilitate reflection and discussion on topics of equity, diversity and inclusion
- Build organizational relationships between STRIDE Core Groups, local organizations, and local Friends Meetings
- Support the continued inclusivity of camps
  - Visit camps during summer sessions to provide and/or coordinate training and give feedback on camp's climate of inclusivity ("Diversity Audit")
  - Assist with diversity-related staff development at all levels of camp staff
  - Work with Camp Program Manager and Camp Directors to support diversity trainings for staff and volunteers
  - Assist in breaking down barriers to recruitment and retention of STRIDE alumni and other camp staff applicants
- Program development, evaluation, and reporting
  - Research and share best diversity practices between BYM camps
  - With the Camp Program Manager, develop feedback and evaluation methods
  - Record, maintain, and analyze data related to program
  - Meet regularly with the Growing Diverse Leadership Committee and meet at least annually with the STRIDE Working Group.
  - Report regularly to the Yearly Meeting.
- Work with the BYM Development Director, local STRIDE groups, and local Friends Meetings to raise funds to support the Program.

- Build relationships between STRIDE and other BYM programs and committees, as well as local Meetings, through speaking and leading occasional workshops
- Prepares and manages the STRIDE program budget
- Perform other duties as assigned

**REQUIRED OR PREFERRED KNOWLEDGE, SKILLS AND ABILITIES:**

- Excellent communication and coordination skills
- Experience in workshop facilitation on topics of equity, diversity and inclusion
- Knowledge and experience of the BYM Camping Program, and/or residential camps in general
- Experience working with children and young adults 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 with the Religious Society of Friends (Quaker) worship, processes, and decision-making practices
- Willing and able to visit rustic camps and at times stay overnight and be able to attend BYM Annual Session in early August
- Willing and able to work many evenings and weekends.
- Familiar with Microsoft Office, (especially Word and Excel)
- Frequent travel by automobile is required within the Mid-Atlantic
- Experience in fundraising and/or grant writing
- Experience in event planning
- Experience in program evaluation
- Ability to or interest in driving van/bus
- A background check conducted by BYM is required

**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, dental and vision coverage; long-term disability insurance; term life insurance; eleven paid holidays; annual, personal, medical, maternity/paternity and adoption, and sabbatical leaves; and retirement contributions.

**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.