



NEW ROOTS COORDINATOR JOB ANNOUNCEMENT

Classification and Time: Fixed-term, full-time, non-exempt

End date: February 28, 2026

Hourly Rate: This position has multiple pay rates. The rate will be between \$30.77-\$33.65 per hour. When in the field planting trees, the rate is \$36.87 per hour.

Benefits: Paid time off (PTO), paid holidays, 403(b) retirement plan, and commuter benefit

Hours and Schedule: 40 hours per week, Monday - Friday, 8:00am - 4:30pm

Location(s):

- San Francisco Public Works Street Tree Nursery, 415 5th St. San Francisco, CA 94107
- Friends of the Urban Forest, 1007 General Kennedy Ave. Suite 1, San Francisco, CA 94129
- Various locations throughout San Francisco

Reports to: Workforce Development Program Manager

Date Posted: October 1, 2025

About Friends of the Urban Forest

Since 1981, Friends of the Urban Forest, a premier San Francisco environmental nonprofit, has brought together communities throughout the city to plant more than 60,000 trees — half of San Francisco's street tree canopy. Friends of the Urban Forest has a long history of integrating urban greening with civic engagement as a way to increase community health and resilience, combat the effects of the climate crisis, and promote environmental equity and social justice. Friends of the Urban Forest recognizes San Francisco's many communities and cultures and the diverse ways in which they connect with our urban forest. We also connect San Franciscans to nature and to each other.

Position Summary:

Friends of the Urban Forest is seeking a New Roots Coordinator who will be responsible for managing and supervising all aspects of Friends of the Urban Forest's young adult New Roots workforce development program, which trains SF residents with minimal employment history in arboriculture, particularly in tree nursery management.



The New Roots Coordinator is additionally responsible for working alongside the Green Crew Manager, Workforce Development Coordinator, and Workforce Development Program Manager. Together, this team leads Workforce Development programs that hire from San Francisco's low-income neighborhoods for short term and temporary positions to gain job skills and enhance the urban forest by providing hands-on assistance with Friends of the Urban Forest's tree care, tree planting, sidewalk landscaping, nursery maintenance, and outreach programs. These programs include career exploration and long-term employment skills training as well as outdoor education.

This position requires experience working with people with traumatic backgrounds, special needs, or experiences in the justice system. The position includes field work, administrative work, curriculum planning, some heavy lifting (40 lbs.) and driving company vehicles. The New Roots Coordinator is part of Friends of the Urban Forest's workforce development program and reports to the Workforce Development Program Manager.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Details and Responsibilities:

- Help establish, maintain, and develop mutually beneficial partnerships with a variety of stakeholders including San Francisco Public Works.
- Provide daily supervision, including creating and tracking schedules, addressing any attendance or timeliness, resolving conflicts and providing appropriate feedback and discipline.
- Organize and direct the daily activities of participants involved with land clearing, seedbed preparation, transplanting, weed control, fertilization and irrigation, planting and maintenance.
- Direct and supervise participants in occasional tree planting activities in coordination with Tree Planting manager(s).
- Evaluate and review New Roots work plans to satisfy Friends of the Urban Forest's annual goals and grant requirements.
- Provide inclusive, culturally relevant, and growth-oriented mentorship and conduct performance reviews to track progress and collaborate on professional goals.
- Collaborate and support other workforce development programs and staff at Friends of the Urban Forest, such as coordinating recruitment drives, onboarding, and training opportunities and providing supervision when needed.
- Collaborate with community partners to determine best practices for the program, to ensure proper support of crewmembers, and to recruit program participants.
- Work with the Workforce Development Program Manager to schedule and execute professional development opportunities for participants.



- Oversee the successful execution of workforce development educational content, from content delivery to participant skill attainment, ensuring that participants receive 10 hours of professional development workshops and/or trainings each month.
- Conduct regular program evaluations. Track relevant program data metrics to ensure that program goals are met.
- Work with the Workforce Development Program Manager to track annual program budget.
- Maintain a safe, secure, and healthy work environment and maintain tools, supplies, and vehicles in a tidy and safe manner.
- Document and report all incidents as necessary.
- Review and approve New Roots timesheets and submit to human resources.

Requirements

- Experience working in arboriculture, specifically in nursery operations.
- Experience working with youth / adults with traumatic backgrounds, special needs, or experiences in the justice system.
- Experience supervising work crews performing field related duties.
- Strong group management skills, conflict resolution skills, proven leadership skills, and experience working with a diverse population.
- Submit to a record check and fingerprinting per California Penal Code section 11105.3 as it relates to their work with minors.
- Ability to lift 40 pounds and perform physical labor of planting and pruning street trees.
- A valid CA driver's license with a clean driving record
- COVID-19 vaccination. Friends of the Urban Forest will consider all requests for reasonable accommodations based on applicants who have a (1) medical contraindication to the specific types of COVID-19 vaccines available, or (2) sincerely held religious belief or practice contrary to immunization.

Work Environment

While performing the duties of this job, the employee is regularly exposed to outdoor weather and working conditions. The noise level in the work environment is usually moderate. Office workspace and cubicle assignments change from time-to-time and employees should not have any expectation that any assignment is permanent. The hands-on responsibilities of this position requires the New Roots Coordinator to work in-person, and the expectation to be able to work from home or remotely is limited to days that program participants are not working.



Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk and hear. This position is very active and requires standing, walking, bending, kneeling, stooping, crouching, crawling and climbing all day. The employee must frequently lift and move items over 40 pounds, load tools and planting materials, including trees, into and out of vehicles, and ascend/descend a ladder while performing tree care.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

How to Apply

Friends of the Urban Forest is dedicated to anti-racism, gender inclusivity, and inclusion. As an equal opportunity employer, Friends of the Urban Forest does not discriminate against any applicant or employee on the basis of any status or characteristic protected by applicable laws or ordinances.

Black, Indigenous, and People of Color are strongly encouraged to apply, and so are candidates dedicated to anti-racism, gender inclusivity, and inclusion.

Pursuant to the San Francisco Fair Chance Ordinance, we will consider for employment qualified applicants with arrest and conviction records.

Interested and qualified candidates should [submit an application here](#).