



## **GREEN TEENS ASSISTANT**

**Classification and Time:** Temporary, Non-exempt, Full-time

**Hourly Wage:** \$20.25

**Benefits:** This position offers paid sick leave and some paid holidays.

**Reports to:** Green Teens Manager, Workforce Development Program Manager

**Employment Dates:** September 21 - December 14, 2024

**Typical schedule:** 8:00am - 4:00pm, Saturdays

**Application Deadline:** August 23, 2024

### **About Friends of the Urban Forest**

We are a nonprofit organization committed to revitalizing San Francisco's urban forest, building community, and taking a local leadership role in mitigating global environmental problems through the simple act of planting and caring for trees and sidewalk gardens. Since 1981, we have grown more than 60,000 street trees, almost half of San Francisco's street tree canopy. Our mission is to connect people with nature and each other by planting and caring for San Francisco's trees and gardens. Our vision is a climate-resilient city where all people, trees and plants thrive.

This position at Friends of the Urban Forest offers the exciting opportunity to develop job and leadership skills while being part of a growing and dynamic professional organization that has been creating a greener San Francisco for the last 40 years.

### **Position Summary:**

The Friends of the Urban Forest Green Teens Program is an essential part of our urban greening model that provides job training to local high school students, particularly from underserved neighborhoods. The Green Teens Assistant will aid in the scheduling, management, and daily logistics of supervising up to 4 Green Teens participants during the Fall planting and pruning season, September 21 - December 14, 2024. This is a temporary, part-time position with a typical schedule of 8:00am - 4:00pm on Saturdays for a total of 8 hours per week. The position involves office work and field work, including some computer work and some heavy lifting (40 lbs). This position reports to the Green Teens Manager.

### **Details and Responsibilities**

#### **Green Teens Program Duties**

- Assists Green Teens Manager in preparation and execution of Green Teens work days.
- Participates in weekly Green Teens Program operations planning meetings and debriefs.
- Maintains a safe, secure, and healthy work environment.

- Provides inclusive, culturally relevant, and growth-oriented mentorship.
- Keeps tools organized, clean and stored properly.
- Supervises 2-4 Green Teens in daily field work and ensures quality work is performed
- Resolves conflicts and provides necessary incident reports to Green Teens Manager for appropriate disciplinary actions.
- Assists with lunch planning and cleaning up.

### **Tree Care, Planting, and Field Duties**

- Conducts 2-month surveys for previously planted trees by performing necessary tree care at that time.
- Structurally prunes trees as part of Friends of the Urban Forest Tree Care program in accordance with ISA guidelines for training young trees.
- Assists with Community Tree Planting, Sidewalk Gardening, and Community Outreach programs as necessary.

### **Office Related Duties**

- Updates database with Tree Care and other data.
- Uses email to correspond with Green Teens Manager and colleagues, and check the details of workday events.

### **Other Duties**

- Participates in outreach informing the public about Friends of the Urban Forest programs and services through tabling at community events.
- Participates in office culture of Environmental Stewardship through cultural activities including but not limited to: limiting waste, properly disposing of waste in sorted bins, and picking up trash in the field and at Friends of the Urban Forest headquarters.

### **Supervision**

- Supervises and trains Green Teens daily.
- Assists in supervising and training Friends of the Urban Forest volunteers as needed.

### **Requirements**

- Candidates must be at least 18 years old
- Candidates should demonstrate experience in interpersonal communication skills, workflow planning and organization, and field operations management.
- Candidates should demonstrate a commitment to the inclusion of diversity in environmental youth programming, including differences in race, gender, culture, ability, and experience.
- Provide a Department of Justice record check and fingerprinting per California Penal Code section 11105.3 to be able to work with minors in the Green Teens Youth Tree Care Program.
- Experience in outdoor education, environmental volunteerism, or horticulture is preferred.
- Experience working within the San Francisco community is beneficial.

- Proficiency in Spanish, Mandarin, Arabic or another foreign language is a plus.
- People of Color are strongly encouraged to apply.

### **Other Eligibility Requirements**

Friends of the Urban Forest has a policy that requires employees to be fully vaccinated against COVID-19. New hires will be asked to provide proof of vaccination on the first day of employment. 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.

### **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. This position is very active and requires standing, walking, bending, kneeling, stooping, crouching, crawling and climbing throughout the workday. The employee must frequently lift and move items over 40 pounds, and may be required to load tools and planting materials into and out of truck beds and ascend/descend a ladder. While performing the duties of this job, the employee is regularly required to talk and hear. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

### **Hours**

Saturdays from 8:00am - 4:00pm for a total of 8 hours per week.

### **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.

If you're interested and qualified, please complete the online application form [HERE](#) or contact the Green Teens Manager, Jen at [jfong@fuf.net](mailto:jfong@fuf.net) or call/text at (415) 418-4203.

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