



## Community Tree Planting Coordinator

### Job Description

#### Position Summary

**Classification and Time:** Full-time, non-exempt

**Hourly Rate:** \$26.40 - \$26.95 per hour DOE

**Benefits:** 100% Employer-paid health, dental, and vision per FUF Employee Handbook

**Hours:** 40 hours per week, Monday through Friday or Tuesday through Saturday, fluctuating

**Reports to:** Tree Planting Program Manager

As an integral member of Friends of the Urban Forest's Tree Planting Program Team, the Tree Planting Coordinator executes and assists field duties necessary to plan and implement community tree planting projects. The Tree Planting Program aims to plant over 1,500 trees annually in neighborhoods throughout San Francisco using a community planting model involving tree recipients, neighborhood and corporate volunteers, and Friends of the Urban Forest ("FUF") staff.

This position requires strong organizational and communication skills. A background in arboriculture or horticulture is preferred. The Tree Planting Coordinator works closely with the Tree Planting Managers, other planting managers, community engagement staff, community members, community groups, government departments or agencies, outside vendors, and FUF volunteers. Saturday and occasional evening availability is required.

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.

#### Tree Planting Duties and Responsibilities

- Survey neighborhoods to create and maintain detailed records in the Salesforce database regarding survey sites visited, and report information to Tree Planting Managers.
- Assist planting managers in determining tree planting site suitability, above and underground utility locations, and tree species for potential planting locations.
- Notify Underground Service Alert and approve tree locations and mark sidewalks for cutting as needed, observing USA markings and all city guidelines.
- Inspect and select healthy nursery stock as needed by the Tree Planting Team.
- Update and maintain the FUF database with each planting site and tree planted.
- Respond to correspondence related to general tree planting, and support planting managers in remediating unresolved tasks.

- Lead work days, ensuring a safe work environment; educate and support FUF Planting Leaders, volunteers, interns, and Workforce Development Staff as needed for planting events; and provide feedback on planting and leadership skills.
- Assist Lead Planting Manager in coordinating post-planting surveys including importing, exporting, organizing, and reviewing survey data as it is generated and tracked.
- Conduct post-planting surveys on all trees planted, and perform necessary tree care including re-tying, re-staking, and sometimes replanting.
- Maintain and track materials and trees in inventory and provide accurate records as needed.
- Maintain the tree yard including regularly inspecting & repairing irrigation, weeding, sheet mulching, and waste removal as needed.
- Assist planting managers in planning and implementing volunteer tree planting events.
- Support tree delivery and inventory operations.
- Plant trees and install protective hardware surrounding newly established trees.
- Support data recording and database management of trees planted.
- Mulch, compost, and/or water trees during planting with our Replacement and Community Planting programs.
- Participate in and moderate regular seminars and field workshops organized through FUF to learn more about tree care and planting.
- Maintain tools, tool inventory, tool shed, and FUF vehicles in clean working order.

### **Other Duties**

#### **Vehicle Fleet and Equipment Inspection**

- Conduct regular vehicle inspections and equipment maintenance.
- Report vehicle issues to Lead Planting Manager and/or Community Tree Planting Program Manager to schedule repairs.
- Regularly check tools and equipment; remove dangerous and/or damaged equipment from circulation; and report information to relevant program managers for repair or replacement.

#### **Provide general support and assistance for all FUF programs and staff, including:**

- Participate in the 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 FUF headquarters.
- Provide support for the Green Crew and Internship Programs as it relates to Tree Planting work days.
- Drive FUF vehicles responsibly and safely to job sites throughout San Francisco.
- Work with other staff on special projects and day-to-day operations.
- Assist in the planning of, attend, and participate in FUF special events.

## **Requirements**

- Demonstrate strong interpersonal communication skills when interacting with members of the public.
- Continuously build knowledge in the field of arboriculture.
- Maintain a valid CA driver's license with a clean driving record.
- Provide a Department of Justice record check and fingerprinting per California Penal Code section 11105.3 and be able to work with minors in the Green Teens Program.
- Provide proof of vaccination against COVID-19 in accordance with the Friends of the Urban Forest's Employee Covid-19 Vaccination Policy.

## **Flexible and Safe Work Environment**

The position currently operates in a hybrid model with approximately 70% time working in the field or in the office located in the beautiful Presidio of San Francisco and 30% time working remotely.

Friends of the Urban Forest is committed to maintaining a safe and healthy environment for all employees. In an effort to avoid serious health and safety risks and significant disruption to our work, we have taken measures to protect against the spread of COVID-19 including a mandatory vaccination policy. New hires will be asked to provide proof of vaccination on the first day of employment.

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 workspaces are often shared and employees should not have any expectation that they can be assigned a dedicated workspace.

## **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.

## **Equal Employment Opportunity**

Friends of the Urban Forest is dedicated to gender and race equity 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.

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

## **HOW TO APPLY**

If you're interested and qualified, please email a cover letter with your resume to [resume@fuf.net](mailto:resume@fuf.net). Black, Indigenous, and People of Color are strongly encouraged to apply, and so are candidates dedicated to anti-racism, gender inclusivity and inclusion.