



New Roots Manager Job Description

Classification and Time: Permanent, full-time, non-exempt

Hourly Rate: \$32.00

Hours and Schedule: 40 hours per week, Monday through Friday

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

Reports to: Workforce Development Program Manager

Date: September 2023

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 Manager who will be responsible for managing and supervising all aspects of FUF's adult New Roots workforce development program, which trains SF residents with minimal employment history in arboriculture, particularly in tree nursery management.

The New Roots Manager is additionally responsible for assisting the Green Crew Manager and Green Teens Manager. These additional Workforce Development programs 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 FUF's tree care, tree planting, sidewalk landscaping, and outreach programs. These programs include career exploration and long-term employment skills training as well as outdoor education and overnight components.

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, including a 15-passenger commercial van. The New Roots Manager is part of FUF'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

I. New Roots Program Management

- A. Help establish, maintain, and develop mutually beneficial partnerships with a variety of stakeholders including the Department of Public Works
- B. Recruit, interview, hire and onboard a cohort of four New Roots members every six months for a period of 30 months.
- C. Provide daily supervision, including creating and tracking schedules, addressing any attendance or timeliness, resolving conflicts and providing appropriate feedback and discipline.
- D. Organize and direct the daily activities of participants involved with land clearing, plowing, seedbed preparation, transplanting, weed control, fertilization and irrigation, planting and maintenance.
- E. Review and approve New Roots biweekly timesheets and submit to human resources.
- F. Evaluate and review New Roots work plans to satisfy FUF's annual goals and grant requirements.
- G. Provide inclusive, culturally relevant, and growth-oriented mentorship and conduct performance reviews to track progress and collaborate on professional goals.
- H. Collaborate with community partners to determine best practices for the program, to ensure proper support of crewmembers, and to recruit program participants.
- I. Work with Workforce Development Program Manager to schedule and execute professional development opportunities for crewmembers.
- J. Conduct regular program evaluations. Track relevant program data metrics to ensure that program goals are met.
- K. Work with Workforce Development Program Manager to create and track annual program budget.
- L. Documents and reports all incidents as necessary.
- M. Maintains a safe, secure, and healthy work environment and maintains tools, supplies, and vehicles in a tidy and safe manner.

II. Nursery Management

- A. Assists the Department of Public Works' Street Tree Nursery Manager in developing a nursery design and growing schedule, maintaining accurate records of inventory
- B. Assists in planting and cultivating in experimental plots; directs participants to assist with collecting, measuring and recording a variety of samples for laboratory analysis; and assists in applying insecticides and fertilizers under prescribed formulas.
- C. Assists in the extraction of seed at the nursery by performing the necessary manual operations. Ensures that cones collected and seed extracted are properly bagged, labeled and stored.



- D. Assist in compiling and preparing statistical data pertaining to various nursery projects i.e. amount of seed, fertilizer, etc. used as well as an inventory of supplies, machinery and equipment.
- E. Assist in proper maintenance and repair to buildings and equipment and performs office work necessary to the proper functioning of the nursery field operations.
- F. May conduct nursery tours and make public presentations.

Requirements

- Experience working in arboriculture, specifically in nursery management.
- 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.
- Experience managing administrative tasks, including hiring paperwork and payroll.
- Applicant must submit to a record check and fingerprinting per California Penal Code section 11105.3 as it relates to their work with minors.
- Must have or acquire in a reasonable amount of time a commercial driver's license with passenger endorsement with the DMV to operate a 15-passenger van and experience driving large vehicles with passengers in San Francisco.
- Ability to lift 40 pounds and perform physical labor of planting and pruning street trees.
- Proficiency in Spanish, Mandarin, or Arabic is beneficial but not required.
- Must have or acquire in a reasonable amount of time certification from the International Society of Arboriculture.
- Be fully vaccinated against Covid-19.

Compensation and Benefits

The New Roots Manager position is full-time, non-exempt with an hourly pay rate of \$33.00. Friends of the Urban Forest offers a competitive benefits package that includes 100% employer-covered medical, dental, vision, life, and AD&D insurance for employees and 50% for dependents (up to a certain limit). We offer a 403(b) Retirement Plan, a generous paid leave policy that includes 13 holidays each year and vacation starting at 12 days and increasing with additional years of employment, funds for professional development opportunities and stipends for remote work.

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.

Work Environment

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 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.

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.

Hours

40 hours per week, Monday through Friday

Contact

If interested and qualified, please forward cover letter and resume to: resume@fuf.net