



## Tree Planting Coordinator

### Job Announcement

#### Position Summary

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

**Hourly Rate:** \$27.70 - \$28.30 per hour DOE

**Benefits:** Full health, dental, and vision per Friends of the Urban Forest Employee Handbook

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

**Reports to:** Lead Tree Planting Manager

**Priority Application Deadline:** Friday April 19, 2024, 12pm

#### About Friends of the Urban Forest

Friends of the Urban Forest connects people with nature and each other by planting and caring for San Francisco's trees and gardens. 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. Our organization 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.

This position at Friends of the Urban Forest would give you the exciting opportunity to be part of a growing and dynamic professional organization that has been creating a greener San Francisco for over 40 years.

#### Position Summary

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 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 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 Lead Tree Planting Manager, other planting managers, community engagement staff, community members, community groups, government departments or agencies, outside vendors, and Friends volunteers. *Saturday and occasional evening availability is required.*

Please note this job announcement 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**

- Assist Tree 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.
- Respond to correspondence related to general tree planting.
- Inspect and select healthy nursery stock as needed by the Tree Planting Team.
- Support tree delivery and inventory operations.
- Assist planting managers in planning, preparing, and implementing volunteer tree-planting events.
- Lead tree planting work days, ensuring a safe work environment; educate and support Friends of the Urban Forest Planting Leaders, volunteers, interns, and Workforce Development Staff as needed for planting events; and provide feedback on planting and leadership skills.
- Support data recording and database management of trees planted.
- 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.
- Maintain tools, tool inventory, tool shed, and Friends of the Urban Forest vehicles in clean working order.
- Participate in and moderate regular seminars and field workshops organized through Friends of the Urban Forest to learn more about tree care and planting.

## **Other Duties**

- Participate and assist in events and activities that promote Friends of the Urban Forest's mission, and help to improve the overall health of the city's urban forest as directed by the Program Director.
- Attend neighborhood meetings and special events to promote the value of trees.
- Attend Tree Care learning opportunities including local pruning and tree care workshops as well as regional conferences to increase knowledge.
- Keep up-to-date with advances in Urban Forestry and Arboriculture, implementing Best Management Practices as needed to optimize urban forest health and Friends of the Urban Forest operations.
- Increase the tree care knowledge and skills of field staff and volunteers through in-house classes and discussions to help improve the quality of Friends of the Urban Forest's planting and tree care programs.
- Practice defensive driving at all times when driving for work.
- Document and report all incidents, accidents, and close calls as necessary.
- Follow and enforce Friends of the Urban Forest COVID-19 safety and personal protective equipment procedures.
- Have a valid CA driver's license with a clean driving record, and valid vehicle insurance if driving a personal car for work.
- Applicants must submit to a record check and fingerprinting per California Penal Code section 11105.3 as it relates to their work with minors in the Green Teens Program.

## **Requirements**

- Demonstrate strong interpersonal communication skills when interacting with members of the public.

- Demonstrate an interest and commitment to building 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 submit a cover letter with your resume to the following application form: <https://forms.gle/9ps1vk8FnTfmkfuk9>. *Note: an older version of this form was experiencing technical difficulties.*

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