



## **NEW ROOTS PARTICIPANT**

**Classification and Time:** Non-exempt, Part-time

**Hourly Wage:** \$19.95

**Hours and Schedule:** 32 hours per week maximum, Monday - Friday (some Saturdays)

**Benefits:** This position offers paid holidays and accrued PTO

**Reports to:** New Roots Manager

**Start Date:** As soon as possible

### **Position Summary:**

The Friends of the Urban Forest (FUF) New Roots program is a Workforce Development program that is an essential part of FUF's urban greening model including tree planting, tree care, sidewalk landscaping and community engagement. This is a temporary, part-time, non-exempt position that may include working some evenings and weekends, and will last approximately 6 months. The position involves both office and field work at the SOMA Fifth Street Tree Nursery and FUF offices in the Presidio. New Roots participants work closely with FUF staff, the Department of Public Works (DPW), property owners, the public, and nursery volunteers. This position reports to the New Roots Manager.

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.

### **Details and Responsibilities**

#### **Field Work (70%)**

- Support in the propagation, growing and upsizing of young trees
- Follow best nursery management and safety practices as determined by program and nursery supervisors and managers
- Load and unload stock under the supervision of managers at headquarters, at nursery, and in the field
- Clear seed beds and tables, preparing beds with soil and containers
- Install stakes and watering emitters in 5 gallon containers
- Perform work such as tying trees, suckering, pruning trees in pots
- Maintain nursery in clean and working order by clearing weeds, debris, and other green waste
- Water plant material using hoses or irrigation lines
- Prepare soil mixtures and move soil media from piles from the ground into containers for planting and replanting trees into larger containers
- Conduct surveys of inventory including performing necessary tree care at that time



Structurally prune trees in accordance with ISA guidelines for training young, potted trees

- Collect accurate and detailed nursery data
- Participate in regular seminars and field workshops organized through FUF and DPW to learn more about tree care and planting
- Coordinate and attend ride-alongs with Arborists from FUF referral list

#### **Office Related Duties and Education / Training (30%)**

- Maintain materials and plants in inventory and report issues with manager
- Coordinate with other staff to maintain facilities / tools in clean working order
- Participate in outreach activities with the Community Engagement team, informing the public about FUF programs and services through tabling at community events
- Assist in leading and supporting volunteer groups during volunteer workdays
- Uphold our organizational values, including Environmental Justice, Stewardship, Community, Trust, and Joy
- Attend and facilitate mandatory meetings, including daily program check-ins and biweekly All Staff meetings
- Update database with relevant nursery, tree care and volunteer data
- Work with other staff and Department of Public Works staff on special projects and day-to-day operations
- Respond to phone calls and emails from clients and the general public
- Attend and participate in educational trainings and professional development workshops, including resume building, financial literacy, and mock interviews

#### **Requirements**

- Ability to lift 40 pounds and perform physical labor of planting and pruning street trees
- 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 Program
- We strongly encourage applicants to apply with the skills listed above or with a strong willingness to acquire the skills, especially reentry community members who have been impacted by the carceral system (incarceration), homelessness, and other barriers to employment.

#### **Other Eligibility Requirements**

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. 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.

Office workspace 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, and crawling. The employee must frequently lift and move items over 40 pounds, and load tools and planting materials into and out of vehicles.

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

### **Hours**

6-8 hours a day, Monday - Friday, with some Saturdays (Typically, 10:00 am to 4:30 pm)

### **How to Apply**

Friends of the Urban Forest is dedicated to anti-racism, gender inclusivity, and inclusion. As an equal opportunity employer, FUF 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 convictions records.

Interested and qualified candidates should send a resume to [resume@fuf.net](mailto:resume@fuf.net) or complete the [online application](#).