



Tree Planting Coordinator Job Description

Position Details

Classification and Time: Full-time, non-exempt

Hourly Rate: \$24 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: Lead Community Planting Manager

Date Posted: June 21, 2022

About Friends of the Urban Forest

Since 1981, Friends of the Urban Forest (FUF), 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. FUF 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. FUF 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.

This position at FUF 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 more than 40 years.

Position Summary

As an integral member of FUF'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 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.

In this position, one can expect to spend 30% of their time doing administrative work and 70% of their time in the field completing tree planting tasks.

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 Urban Forestry 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.
- Support for the Green Crew and Internship Programs as it relates to Tree Planting work days.
- Drive FUF vehicles respectfully 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

- Experience with customer service or conflict resolution with members of the public.
- Preferred experience in the field of arboriculture or horticulture.
- Preferred experience with landscaping or irrigation systems.
- Maintain a valid CA driver's license with a clean driving record.
- Ability to speak Spanish, Mandarin, or Cantonese is a plus.
- 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.

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.

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.

Competitive Compensation and Benefits

The Tree Planting Coordinator position is full-time, non-exempt with an hourly rate of \$24 (approximately \$49,900 annually) depending on experience. 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, 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.

How to Apply

If you're interested and qualified, please email a cover letter and your resume to resume@fuf.net and include your name and the job title you're applying for in the subject line.