



## GREEN TEENS ASSISTANT

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

**Hourly Wage:** \$19.95

**Benefits:** This position offers paid sick leave and some paid holidays.

**Reports to:** Green Teens Manager, Workforce Development Program Manager

**Employment Dates:** September 16 - December 16, 2023

**Typical schedule:** 8:00am - 4:30pm, Saturdays

**Application Deadline:** Sep 11, 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.

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 the last 40 years.

### **Position Summary**

The Friends of the Urban Forest (FUF) Green Teens Program is an essential part of FUF's urban greening model that provides green jobs training to local high school students, particularly from underserved neighborhoods. The Green Teens Assistants will aid in the scheduling, management, and daily logistics of supervising 6 Green Teens participants and during the Fall session, September 16 - December 16, 2023. This is a seasonal, temporary, part-time position with a typical schedule of 8:00am - 4:30pm on Saturdays for approximately 8 hours per week. The position involves office work and field work, including some computer work and some heavy lifting (40 lbs.). In addition to working with Green Teens, the Green Teens Assistant works closely with FUF Field Staff, property owners, the public, FUF volunteers, and participates in all Green Teens professional development trainings. This position reports to the Green Teens Manager and 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**

### **Green Teens Program Duties**

- Assists Green Teens Manager in preparation and execution of Green Teens work days, including:
- Participates in meetings with the Green Teens manager
- Maintaining a safe, secure, and healthy work environment.
- Provides inclusive, culturally relevant, and growth-oriented mentorship.
- Tool organization, safety, and storage.
- Green waste collection and disposal.
- Supervises 3-6 Green Teens in daily field work groups and ensures quality work is performed.
- Resolves conflicts and provides necessary incident reports to Green Teens Manager and Workforce Development Program Manager for appropriate disciplinary actions.
- Assists with lunch planning and clean up.
- Participation in supplemental leadership development challenges and activities.
- Participates in professional development trainings and activities.
- Maintains tools, supplies, and vehicles in a tidy and safe manner.
- Purchases program materials such as tools, safety gear, and healthy lunch/snack supplies as needed.

### **Tree Care, Planting, and Field Duties**

- Assists with Community and Replacement Tree Plantings, Tree Care, Sidewalk Landscaping, and Community Outreach Programs as necessary when Green Teens are scheduled to work with these programs.
- Collects accurate and detailed data on trees pruned during regularly scheduled Tree Care and Emergency Tree Care.
- Conducts and collects 2-month survey data for sidewalk gardens and trees planted including performing necessary tree care at that time (may include re-tying, re-staking and sometimes replanting).
- Participates in regular seminars and field workshops organized through FUF to learn more about tree care and planting.

### **Office Related Duties**

- Updates database with Tree Care and other data.
- Works with other staff on special projects and day to day operations.



- Responds to inquiries, phone calls, and emails from clients and the general public.

### **Other Duties**

- Maintains tools in clean working order.
- Maintains FUF facilities, vehicles and shed in clean and organized working order.
- Participates in outreach informing the public about FUF programs and services through tabling at community events.
- Participates in 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.

### **Supervision**

- Supervises and trains Green Teens daily
- Assists in supervising and training FUF volunteers as needed.

### **Requirements**

- Candidate must be at least 18 years old
- Candidate should demonstrate experience in interpersonal communication skills, workflow planning and organization, and field operations management.
- Candidate should demonstrate a commitment to the inclusion of diversity in environmental youth programming, including differences in race, gender, culture, ability, and experience.
- 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.
- Experience in outdoor education, environmental volunteerism, or horticulture is preferred.
- Experience working within the San Francisco community is beneficial.
- Proficiency in Spanish, Mandarin, Arabic or another foreign language is a plus.
- People of Color are strongly encouraged to apply.

### **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.

### **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 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. This position is very active and requires standing, walking, bending, kneeling, stooping, crouching, crawling and climbing throughout the workday. The employee must frequently lift and move items over 40 pounds, and may be required to load tools and planting materials into and out of truck beds and ascend/descend a ladder. While performing the duties of this job, the employee is regularly required to talk and hear. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

### **Hours**

Saturdays 8am to 4:30pm for a total of 8 hours per week.

### **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.

If you're interested and qualified, please email the Green Teens Manager, Jen at [jfong@fuf.net](mailto:jfong@fuf.net), expressing your interest in the Green Teens Assistant position and include your resume.

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