Tree Care Associate

Summary:

The Tree Care Associate is responsible for assisting with the achievement of Tree Care Program goals, including scheduled and urgent tree care, tree care education, volunteer recruitment & development. This position requires skills & knowledge in tree identification, proper species selection, planting and training young trees, long term tree care, pest and disease diagnosis, ability to communicate information to property owners, create volunteer rapport and training, good organization, teaching, and customer service.

The Tree Care Associate position will include some office and field work including digital communications, database management, public speaking, some heavy lifting (40 lbs.) and driving company vehicles. Some Saturday and rare evening availability required. The Tree Care Associate works closely with staff, community members, community groups, FUF volunteers, and participants in FUF's Green Teens program. Reports to the Program Director with day-to-day supervision by the Tree Care Manager.

We are looking for candidates who are dedicated to FUF’s mission and have a commitment to inclusivity and diversity. We encourage candidates from all backgrounds who feel they will be able to succeed in the duties outlined to apply.

After accepting the job, the employee will submit to a background check and fingerprinting as required by the California Penal Code for adults who work with minors.

Details and Responsibilities

Tree Care Events

- Coordinates neighborhood volunteer tree care events 1 day every week (50 per year) and 1 Saturday per month (12 per year)
- Attends all Tree Care events to assist in execution (2-3 per week)
- Coordinates and supervises tree care events, including loading all materials and tools, educating and supervising volunteers, ensuring a safe work environment and ensure proper disposal of green waste.
- Coordinate and manage Tree Care Leaders based on ability and availability.
- Develop, coordinate and execute corporate Treeage workdays. With a goal of 2 per year.
- Ensure that all visited trees are recorded and that data is entered into the database and data sheets are filed.
- Ensure that all record data is up to date and accurate.
- Ensure that volunteer hours are recorded and entered into database.

Administrative Duties

- Responds to advice-line calls, emails, and walk-ins questions.
- Assist with the development of the Tree Care budget and expenditures.
● Assist in scheduling of the year's Tree Care events.
● Assist in the maintenance and tracking of tools and supplies.
● Assist in keeping website up to date with current tree care schedule.
● Assist in improving field data collection and Salesforce database.
● Assist in improving the usability response times of the Tree Care Advice line.

Other Duties
● Participate and assist in events and activities that promote FUF's mission and help to improve the overall health of the city's urban forest as directed by the Program Director.
● Supervises and supports Arborist Apprentice Program and Intern Program as it relates to Tree Care.
● Maintains tools in clean working order.
● Maintains FUF vehicles and storage shed in clean and organized working order.
● Trains and Supervises new Tree Care staff, interns, Green Teens and volunteers as needed.

Salary: Full time with benefits. $38,000 - $42,000 Depending On Experience.

Status: Job will remain open until position filled.

Qualified & interested candidates, please e-mail a cover letter and your resume to Doug Wildman at resume@fuf.net.