

TREE CARE ASSOCIATE

Summary:

Responsible for helping to achieve the annual goals through implementing aspects of the Tree Care Program at Friends of the Urban Forest including scheduled and urgent tree care, tree care education, volunteer recruitment & development. Skills & knowledge needed for this position include: tree identification and 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. ISA Certified Arborist preferred but not required. Reports to Tree Care Manager.

Responsibilities include the assistance in:

I. SCHEDULED IN-HOUSE TREE CARE

- Using a database, generate reports for upcoming tree care visits including reports for replacement trees and fast growing species.
- Invoice un-paid Tree Care visits
- Send informational letter to pre-paid clients notifying them of the upcoming visit and giving them the opportunity to pre-pay for additional tree care visits.
- Perform tree care visits and give advice as needed.

II. SCHEDULED VOLUNTEER TREE CARE

- Scheduling the year's Tree Care's in conjunction with Tree Care Manager and Education Coordinator (roughly 1/2 of neighborhood Tree Cares will be performed by FUF Youth Tree Care Program under the supervision of Education Coordinator)
- All aspects of monthly tree care days including: pre-survey, pre-postcards, work scope maps, loading truck, distributing tools and maps, volunteer training, unloading truck and disposing of green waste.
- Plan and implement as needed "catch-up" tree care if Saturday tree care work is not finished or if weather cancels.
- Send post 36-month visit letters requesting donation, and offering opportunity to pre-pay for 5-year visit.
- Maintain and track inventory of tools and supplies, and order new as necessary.
- Update voice mail box 407 with current tree care information.
- Submit monthly numbers of Tree Care visits and supplies used to Program Director and Finance Manager.
- Give the event day sign-in-sheet to Data Administrator for tracking of volunteer hours and to capture contact information.

III. URGENT and ON-CALL TREE CARE

- Answer and dispatch tree care requests to volunteers, recruiting additional help during storm season.
- Recruit, train, and outfit on-call volunteers, and keep volunteers supplied.
- Respond to material needs from on-call volunteers.
- Once a month, give accounting of urgent and on-call tree care visits to Data Administrator, and send follow up letters.

IV. TREEAGE (UNSCHEDULED "RANDOM ACTS OF KINDNESS")

- Work with Tree Care Manager to develop, implement and oversee new volunteer “Treeage” program.
- Coordinate with Tree Care Manager in the training of volunteers in Treeage techniques, including adjusting/ replacement/ removal of hardware, light pruning, mapping and recording of visited trees, and advising homeowners on tree care.
- Lead weekly weekday volunteer Treeage groups, visiting trees throughout San Francisco.
- Ensure that all visited trees are recorded, mapped, and that data is given to Data Administrator to be entered into the database.

V. TREE CARE EDUCATION and OUTREACH

- Plan and execute free public pruning workshops (generally during winter months).
- Enhance volunteer knowledge and skills with classes and interactive activities, including Citizen Forester Training (6 week intensive volunteer training in Spring).
- Assist with Neighborhood Tree Care Workshops following plantings.
- Answer advice line calls about sick trees, city policies, and general horticultural topics.
- Speak at college classes to recruit interns, interview and oversee some aspects of intern work.
- Enhance field staff’s tree care knowledge and skills through in-house classes and discussion to help improve the quality of FUF’s tree care and planting programs.

VI. GENERAL

- 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 through the staff’s annual goals.

Part time (20 hours per week) with proportionate benefits. Valid California driver’s license with good driving record and ability to lift 40 pounds are required.

Salary: 50% of the \$33,000 - \$36,000 FTE position, DOE

Posted: December 8, 2009

Status: Job will remain open until position filled.

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