



GREEN CREW PARTICIPANT

Classification and Time: Non-exempt, part-time, temporary (6 months)

Hourly Wage: \$23.68

Hours: 24-30 hours per week

Schedule: 6 hours per day, 4 or 5 days per week, Tuesday - Friday and some Saturdays

Benefits: Paid holidays and accrued paid time off (PTO)

Reports to: Green Crew Manager

Date: December 10, 2024

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.

A 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 over 40 years.

Position Summary

Green Crew is a workforce development program at Friends of the Urban Forest that serves San Francisco's transitional age youth/young adults (generally, between 19-26 years old). Participation in the program is expected to last 6 months. Throughout the duration of the program, participants will receive support towards being placed in longer-term or permanent employment (either at another organization or potentially at Friends of the Urban Forest, depending on available opportunities), through professional development and introductory training in arboriculture and urban forestry. Training will include: resume and cover letter building, career advice with industry professionals, and interview preparation. By participating in tree planting, tree care, sidewalk gardening, and community outreach, Green Crew is an essential part of Friends of the Urban Forest's urban greening model. This position is a temporary, part-time position that involves both office and field work including computer work and some heavy lifting (40 lbs). The Green Crew works closely with Field Staff, residents, the public, and volunteers.

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

Tree Care and Planting (70%)

- Loads and unloads trees and plants under the supervision of Green Crew Manager or Planting Managers at headquarters and in the field.



- Plants trees and installs protective hardware surrounding newly established trees
- Cuts cross-braces using a table saw.
- Consistently utilizes various tools and equipment, proficiently performing tasks such as ascending and descending ladders and effectively employing weighted tools at elevated heights.
- Mulches trees during plantings with our Community Planting programs.
- Prepares soil for planting and plants greenery with our Sidewalk Gardens program.
- Conducts post-planting surveys for sidewalk gardens and trees planted, including performing necessary tree care at that time (which may include re-tying, re-staking and replanting).
- Structurally prunes trees as part of Friends of the Urban Forest's Tree Care program in accordance with ISA guidelines for training young trees.
- Collects accurate and detailed data on trees pruned during scheduled and emergency tree care and updates the database with the information.
- Participates in regular seminars and field workshops organized through Friends of the Urban Forest to learn more about tree care and planting.

Other Duties (30%)

- Maintains materials and plants in inventory and reports issues with irrigation.
- Maintains tools in clean working order and the Friends of the Urban Forest shed and vehicles in clean and organized working order.
- Supports and leads Friends of the Urban Forest volunteers and interns as needed.
- Participates in outreach informing the public about Friends of the Urban Forest programs and services through tabling at community events.
- Enters data into Salesforce, a data collection software, to ensure the maintenance and updating of our tree care list.
- Canvasses neighborhoods to garner support for Friends of the Urban Forest Community Plantings, meticulously documenting interactions and producing comprehensive reports on completed tasks throughout the day.
- Ensures program goals are met by participating in quarterly program monitoring and review.
- Participates in office culture of Environmental Stewardship through activities including but not limited to: limiting waste, properly disposing of waste in sorted bins, and picking up trash in the field and at Friends of the Urban Forest's headquarters.
- Documents and reports all incidents, accidents, and close calls as necessary.
- Complies with and enforces all Friends of the Urban Forest's safety policies including Friends of the Urban Forest's COVID-19 health and safety protocol and OSHA certified personal protective equipment procedures.
- Works with other staff on special projects and day to day operations.
- Attends daily Green Crew morning and end-of-day meetings, bi-weekly all staff meetings, and contributes to discussion of logistics planning for the week.
- Actively participates in workforce development training including attending sessions on career pathways, professional development, financial literacy, and teamwork building.

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.
- COVID-19 vaccination. 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, 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.

How to Apply

Friends of the Urban Forest is dedicated to anti-racism, gender inclusivity, 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.

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 fill out the [online application](#), contact resume@fuf.net, or call (415)-535-2015.