



NEW ROOTS PARTICIPANT

Position Details

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

Pay: \$20.25 - *\$22.00 per hour (*during tree planting workdays)

Hours: Part-time, 32 hours per week

Schedule: Monday - Friday, 8:00 am - 3:00 pm,

Location(s):

- San Francisco Public Works Street Tree Nursery, 415 5th St. San Francisco, CA 94107
- Friends of the Urban Forest, 1007 General Kennedy Ave. Suite 1, San Francisco, CA 94129
- Various locations throughout San Francisco

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

Reports to: New Roots Manager

Date: December 6, 2024

About Friends of the Urban Forest

Friends of the Urban Forest is a premier environmental non-profit 501(c)(3) in San Francisco, CA. Since 1981, Friends of the Urban Forest has connected communities throughout the city and planted more than 60,000 trees— half of San Francisco’s urban trees! We have a long history of bridging urban greening and civic engagement to promote environmental stewardship and social justice. We recognize the diversity of communities and cultures throughout San Francisco, and aim to connect people to each other and to nature.

Position Summary

Our workforce development programs offer youth and adults the opportunity to develop their job and interpersonal skills, to thrive in their careers while being stewards to the San Francisco urban landscape. Friends of the Urban Forest has three workforce development programs: Green Teens, New Roots, and Green Crew.

The New Roots program works in collaboration with the San Francisco Department of Public Works to serve transitional-aged (18-26 years old) young adults from the SoMa, Tenderloin, Mission, Excelsior, and Bayview communities of San Francisco. New Roots provides participants with training and work experience in plant nursery operations, arboriculture, and urban forestry. This program provides assistance to participants in developing technical and interpersonal work skills and support for participants to gain permanent employment.

Responsibilities



Nursery work (60%)

- Plant care and maintenance– Watering, fertilizing, and weeding plants, monitoring plant health and applying treatments as needed.
- Transplanting– Transplanting seedlings and young trees to larger containers, ensuring proper spacing and depth for optimal growth.
- Inventory management– Keeping accurate records of plant inventory, growth stages, care and treatments, labeling plants with species, age, and other relevant information.
- Site maintenance– Maintaining cleanliness and organization of the nursery, including grounds, landscaping, tree yard, tool shed and equipment, repairing and maintaining tools and equipment.
- Distribution and receiving– Preparing plants for distribution to be planted, including tagging and labeling, receiving and inspecting new stock, ensuring proper storage, care and data entry.
- Pest and disease control– Identifying and managing pests and diseases that affect plants, implementing integrated pest management (IPM) strategies.
- Data collection and reporting– Collecting data on plant growth, health and environmental conditions, maintaining detailed records of planting schedules, treatments applied, and plant growth and condition, ensuring documentation is accurate and up to date,
- Environmental monitoring– Monitoring environmental conditions such as temperature, humidity, light levels, and other variables, adjusting conditions as necessary to optimize plant health and growth.
- Safety compliance– Following all safety protocols and guidelines, using personal protective equipment (PPE) and ensuring a safe work environment.
- Maintaining materials and plants in inventory and reports issues with irrigation, supplies, tools, and/or equipment.

Tree Planting (20%)

- Maintaining shed, vehicles, equipment, supplies, and tools in clean, organized, and working conditions.
- Safely load and unload stock under the supervision of managers at the nursery and in the field.
- Safely and properly plant trees and install protective hardware in the public right of way.

Education, Training & Workshops (20%)

- Assist in leading and supporting volunteer groups during volunteer workdays at the San Francisco Public Works Street Tree Nursery.
- Uphold our organizational values, including Environmental Justice, Stewardship, Community, Trust, and Joy
- Attend mandatory meetings, including daily program check-ins, weekly 1:1 check-ins, and biweekly All Staff meetings.
- Work with Friends of the Urban Forest staff and San Francisco Dept. of Public Works



staff on special projects and day-to-day operations.

- Attend and participate in educational series, seminars, trainings and workshops, completing assigned tasks and projects on time.

Work Environment & Physical Demands

- While performing the duties of this role, employees are regularly exposed to variable outdoor conditions, including variable weather, uneven and/or slippery surfaces, traffic, pedestrians, sirens, and other factors common in urban settings.
- The employee must frequently lift and move items ≤40 pounds, load tools and planting materials into and out of vehicles, storage sheds, and the tree yard, dig and use other tools and equipment for tree planting and care.

Qualifications

- Ability to lift 40 pounds and perform physical labor.
- Provide a Department of Justice record check and fingerprinting (California Penal Code section 11105.3)
- 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.

Our Commitment to Diversity, Equity, and Inclusion

Friends of the Urban Forest is an equal opportunity employer dedicated to fostering an inclusive environment. We do not discriminate against any applicant based on race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, disability, marital status, veteran status, genetic information, or any other status or characteristic protected by federal, state, and local laws and ordinances.

We strongly encourage applications from individuals who possess the skills listed or demonstrate a strong willingness to learn and develop these skills. This includes members of the recovery community and re-entry community members impacted by the carceral system, homelessness, and other barriers to employment. In accordance with the San Francisco Fair Chance Ordinance, we consider qualified applicants with arrest and convictions records.

How to Apply– Interested and qualified candidates should complete the [online application](#) or contact resume@fuf.net.