



Green Teens Manager Job Announcement

Position Details

Classification and Time: Full-time, Exempt

Annual Salary: \$72,000-\$78,000, depending on experience

Hours: 40 hours per week including Saturdays

Benefits: Health, dental and vision insurance, 403(b) retirement plan with employer match, paid holidays, sick, and vacation time

Reports to: Workforce Development Program Manager

Date Posted: January 2025

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

Since 1995, Friends of the Urban Forest (FUF)'s Green Teens Program has offered San Francisco's youth an opportunity to gain job skills and enhance the urban forest by providing hands-on assistance with FUF's tree care, tree planting, sidewalk gardens, and community engagement programs. Each session includes career exploration and employment skills training as well as outdoor education. The Green Teens Program is made up of 3 sessions based on the SFUSD calendar. Green Teens work on Saturdays and weekdays, depending on the season.

The Green Teens Manager is responsible for implementation, supervision and management of the Green Teens Youth Tree Care Program and supporting other Workforce Development Programs. This position works closely with the Tree Care and Tree Planting Programs to ensure that annual goals are met.

Position Responsibilities

I. Green Teens Program Management Responsibilities (70%):

- Plan, implement, and supervise three sessions of Green Teens: February - May, June - August, and September - December
- Interview, hire, train, and supervise Green Teens Program participants
- Explore and coordinate professional development trainings and field trips for Green Teens Program
- Complete and submit participant hiring paperwork & timesheets in a timely manner
- Support with the development & improvement of Green Teens Program curriculum
- Design and implement appropriate course material, professional development activities, and work schedules
- Collaborate with staff to provide a variety of work opportunities for the Green Teens and ensure that annual goals and grant requirements are met
- Work with the Workforce Development Program Manager to implement mechanisms for evaluating each session through youth and partner surveys, check-ins, employee reviews, exit interviews, and data analysis for the purposes of tracking program effectiveness and grant reporting
- Ensure quality work is performed
- Resolve conflicts and provide necessary and appropriate corrective action
- Maintain a safe, secure, and healthy work environment for program participants and staff
- Provide inclusive, culturally relevant, and growth-oriented mentorship
- Collaborate with partner programs to provide professional and personal development workshops
- Maintain and improve existing relations with partner youth and community organizations, and seek new relationships and partner organizations that could lead to program improvements and a broader applicant pool
- Order program materials such as t-shirts, tools, and safety equipment as needed

II. Other Responsibilities (30%)

- Support managers of other Workforce Development Programs with the coordination of professional development trainings and field trips
- Assist Workforce Development Program Manager in planning, enhancing, and executing all aspects of Workforce Development Programs
- Maintain tools, supplies, office space, and vehicles in a tidy and safe manner
- Safely drive company vehicles to transport equipment, materials, staff, Green Teens as needed
- Ensure program goals are achieved by participating in quarterly program monitoring and review
- Document and report all incidents, accidents, and close calls as necessary
- Comply with and enforce all safety policies as stated in the employee handbook, safety protocols and safety trainings

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.

Position Requirements

- Minimum of two years experience working with teens and high-school aged youth, and/or youth with traumatic backgrounds, special needs, or experiences in the juvenile justice system
- Strong group management skills, conflict resolution skills, proven leadership skills, and experience working with a diverse population
- Outdoor education and leadership experience preferred
- Proficiency in Spanish, Mandarin, or Arabic is beneficial but not required
- Experience managing administrative tasks, including hiring paperwork and payroll
- Excellent writing, editing, verbal, presentation, and analytical skills
- Ability to lift 40 pounds and perform physical labor of planting and pruning street trees
- Maintain a valid CA driver's license with a clean driving record
- Provide a Department of Justice record check and fingerprinting per California Penal Code section 11105.3 to work with minors
- 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 send their resume and cover letter to resume@fuf.net, or call 415-601-8442.