

Our City Forest AmeriCorps
Part Time: Urban Forestry Trainees
June 30, 2009- March 1, 2010: 15 - 30 hours per week
OR
June 30, 2009 - May 30, 2010: 15 hours per week

PROGRAM OVERVIEW

Our City Forest is a non-profit urban forestry and environmental action organization. Our City Forest AmeriCorps will recruit and train 36 Part-Time AmeriCorps members and 22 Full-Time members in two focus areas: 1. Urban Forestry and 2. Environmental Education and Outreach. The focus of this program is to organize neighborhood and school tree care and tree planting projects, provide community education, and recruit and train community volunteers.

POSITION DESCRIPTION # 1: Specialized positions for Urban Forestry:

- **Trees For All Program Specialist** (responsible for coordinating and supervising tree distribution events, holding community planting demonstrations, planting trees to OCF specifications, inspecting planting sites, obtaining permits and entering data)
- **Young Tree Watering and Maintenance Team Specialist** (responsible for watering and maintaining young street trees in a healthy growing condition and maintaining trucks, small engine and work-related equipment in good working order)
- **Native Tree Nursery Specialist** (work as a team to construct, develop, and maintain our native plant nursery, supervise volunteers, monitor tree cultivation, maintain irrigation systems, and load and unload tree deliveries)
- **Filemaker Pro/Database Development Specialist** (responsible for developing and maintaining our Filemaker Pro database, creating reports, and performing/supervising data entry)
- **Stewardship Report and Routing Specialist** (responsible for sending monthly tree stewardship reports to over 500 residents, performing and supervising data entry, and determining daily driving routes for work crews using Filemaker Pro and Google Earth)

REQUIRED QUALIFICATIONS

- Interest in environment and conservation issues
- Interest in affecting change through community organizing
- Strong organizational and time management skills
- Ability to work well with diverse groups of people
- U.S. Citizen or legal resident, with a high school diploma or equivalent
- 675 hour commitment is required
- U.S. Citizen or legal resident, with a high school diploma or equivalent, minimum age: 18

DESIRED QUALIFICATIONS

- Strong written & oral communications
- Excellent customer service skills
- Experience supervising volunteers
- General construction landscape maintenance experience
- Ornamental and native tree species ID
- Valid CA drivers license, clean DMV record. Proficient in driving manual transmission and towing small trailer
- Bilingual (multilingual) in English and Spanish, Vietnamese, or other
- Proficiency with Filemaker Pro, Google Earth, and Microsoft Office software
- College degree is highly desirable
- Ability to lift 50 pounds

BENEFITS

- Gain experience working with culturally diverse groups and people of all ages.
- Learn great job skills for a career in many fields, including education, community organizing, volunteer recruitment and management, and environmental advocacy and planning.
- \$1,800 AmeriCorps education scholarship \$6,000 Stipend (675 hours of service)