



Green Teens Manager

Job Description

Classification and Time: Full-time, Exempt

Annual Salary: \$46,000 - \$53,000 DOE

Benefits: Full health, dental and vision per Employee Handbook dated Feb. 2017

Reports to: Education Program Manager

Date: Revised September 2018

About Friends of the Urban Forest (FUF)

Friends of the Urban Forest is a non-profit organization that helps individuals and neighborhood groups to plant and care for street trees and sidewalk gardens in San Francisco. By making San Francisco greener, FUF supports the health and livability of the urban environment. Since 1981, FUF has planted more than 60,000 trees, totaling almost half of the city's street tree canopy.

Position Summary

The Green Teens Manager is responsible for managing the Green Teens Youth Tree Care Program as part of FUF's overall Tree Care Program, and assisting the Education Manager in enhancing all aspect of FUF Education Programs. This includes the implementation and supervision of the Green Teens Youth Tree Care Program and assisting with the general planning, administration, and enhancement of FUF's education programs.

The position requires experience working with teens with traumatic backgrounds, special needs, or experiences in the juvenile justice system, and field work, administrative work, curriculum planning, some heavy lifting (40 lbs.) and driving company vehicles, including a 15-passenger commercial van. Regular Saturday availability is required. The Green Teens Manager reports to the Program Director with day-to-day supervision by the Education Manager.

For over 20 years, FUF's Green Teens Youth Tree Care Program has offered youth from San Francisco's low-income neighborhoods an opportunity to gain job skills and enhance the urban forest by providing hands-on assistance with FUF's tree care, tree planting, sidewalk landscaping, and outreach programs. Each session includes career exploration and long-term employment skills training as well as outdoor education and overnight components. The Green Teens Program is made up of two distinct seasons as dictated by the SFUSD calendar. During the school year there are two sessions, broken up by the fall and spring semester where Green Teens work 12 Saturdays per semester from 8:30am to 4:30pm. During the summer, the Green Teens Program shifts to a summer tree pruning intensive where teens work Wednesday through Saturday from 9am to 3pm for 8 weeks, culminating in a two night trip to the UC Berkeley Blodgett Forest Research Station to learn about California forest ecology in the Sierra Nevada mountains.

Details and Responsibilities

I. Green Teens Program Responsibilities:

- A. Plans, implements, and supervises three sessions of Green Teens: February - May, June - August, and September - December.
- B. Hires and supervises one basic crew and one advanced crew per session, totaling 14 youths, and working with the Bookkeeper to manage hiring paperwork and providing payroll in a timely and organized fashion.
- C. Works with Education Manager to hire, train, and supervise two summer assistants to the Green Teens Program annually.
- D. Collaborates with the Education Manager to design and implement appropriate course material, professional development activities, and work schedule for Green Teens and Youth Interns.
- E. Schedules work plan for the Green Teens and Youth Interns with Tree Care Managers, Planting Managers, and Program Director for all sessions to satisfy FUF's annual tree care goals and grant requirements.
- F. Works with Education Manager to implement mechanisms for evaluating each sessions through youth and community partner surveys, employee reviews, exit interviews, and data analysis for the purposes of re-hiring youth for the advanced crew, tracking programs over time, and keeping long-term involvement with graduates of the program.
- G. Supervises Green Teens and ensures quality work is performed.
- H. Resolves conflicts and provides necessary and appropriate discipline.
- I. Maintains a safe, secure, and healthy work environment.
- J. Provides inclusive, culturally relevant, and growth-oriented mentorship.
- K. Collaborates with partner programs for career development, scheduling outside workshops and guest speakers to cover employment, personal and professional development, and urban forest topics.
- L. Maintains and improves existing relations with partner youth and community organizations and seeks new relationships and partner organizations that could lead to program improvements and a broader applicant pool.
- M. Maintains tools, supplies, and vehicles in a tidy and safe manner. Orders program materials such as t-shirts, tools, and safety equipment as needed.

II. Tree Care and Education Program Responsibilities

- A. Assist Education Manager with the development of existing or new education programs.
- B. Supervises high-school aged interns through FUF's partnership with SFUSD's International High School, teaching tree care and providing on the job English language practice.
- C. Responds to citizen inquiries and provides accurate and appropriate advice when answering phone calls through the FUF Tree Care Hotline.
- D. As a part of the Tree Care team, the Green Teens Manager will lead pruning workdays during spring and fall, supervising interns, volunteers, Green Crew, and other staff to ensure work quality and safety.
- E. Assists Education Manager in planning, enhancing, and executing all aspects of FUF's Education Programs.
- F. Works to provide educational opportunities for students and teachers when FUF plants trees on or around SFUSD campuses. This may include classroom presentations and coordination with SFUSD school gardening programs.
- G. Assists Education Manager and other FUF staff to provide volunteer training.

H. Assists Education Manager in coordinating internal staff workshops and training.

Requirements

- Applicant must submit to a record check and fingerprinting per California Penal Code section 11105.3 as it relates to their work with minors.
- Must have or acquire in a reasonable amount of time a commercial driver's license with passenger endorsement with the DMV to operate a 15-passenger van and experience driving large vehicles with passengers in San Francisco.
- 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.
- Experience managing administrative tasks, including hiring paperwork and payroll.
- Ability to lift 40 pounds and perform physical labor of planting and pruning street trees.
- Outdoor education and leadership experience preferred.
- Proficiency in Spanish, Mandarin, or Arabic is beneficial but not required.
- Must have or acquire in a reasonable amount of time certification from the International Society of Arboriculture.
- People of color strongly are encouraged to apply.

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, crawling and climbing all day. The employee must frequently lift and move items over 40 pounds, load tools and planting materials, including trees, into and out of vehicles, and ascend/descend a ladder while performing tree care.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Hours

40 hours per week including Saturday.

Contact

If interested and qualified, please forward cover letter and resume to: resume@fuf.net