



Green Iowa AmeriCorps



2022 OUTSTANDING PROGRAM OF THE YEAR
America's Service Commissions



23-24 Trees Forever Position Descriptions

Marion Office, 80 W. 8th Ave, Marion, IA 52302

Des Moines Office, 1901 Bell Avenue, Des Moines, IA 50315

This site is hiring to fill the following positions:

Position #1: **Trees Forever Growing Future Support**

3 positions available: 2 in Des Moines, 1 in Cedar Rapids/Marion

Position #2: **Trees Forever Marketing & Communications Support**

1 Position available in Cedar Rapids/Marion

Terms:

Position Type	Service Length	Hour Commitment	Living Allowance	Segal Education Award
Three-quarter-time (TQT)	11-mo	1,200 hours (28-30 hours/week)	\$18,000/term (\$1,636.36/mo)	\$4,826.50/term

Anticipated service schedule for this host site is **[8:30am - 4:30pm, Monday through Friday]**, with occasional nights and weekends as projects require.

Host Site Overview:

Trees Forever does more than just plant trees! We care about the environment, our urban forests, our rural lands, the communities we live in, and our fellow citizens. The nonprofit, headquartered in Marion, Iowa, was founded in 1989, and continues today with the commitment to connect people to the environment through the planting and care of trees, prairie, and other natural areas.

Our mission is 'to plant and care for trees and the environment by empowering people, building community, and promoting stewardship', and is fulfilled through cutting-edge programs and innovative practices. Our staff has assisted community leaders and landowners across Iowa and Illinois with thousands of planting projects. Each year we work with and engage more than 7000 volunteers who give generously of their time and talents. To date, they have helped us plant more than 3 million trees and shrubs throughout Iowa and Illinois.

GIA Performance Metrics *Members work in collaboration with the host agency to complete the following metrics*

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- **Educational Programming** engaging participants in environmentally-focused lessons and activities.
- **Community Outreach** engaging outside volunteers in service activities
- **Climate Action Planning/Greenhouse Gas Inventory Activities**
- **Tree Planting**

Site Supervisor(s):

- Enzo Nagao, Growing Futures Program Coordinator – Marion
- John Bright, Marketing and Communications Manager – Marion
- Megan Schneider, Director of Programs – Des Moines

Minimum Member Qualifications:

- At minimum members must be high school graduates, GED recipients, or working on attaining a high school diploma or GED during their term of service
- Be 17 years or older (*17-year-old applicants require parental consent*)
- Pass a national service criminal history check
- Hold one of the following citizenship statuses: US citizen, US National, Lawful Permanent Resident
- Have a valid driver's license

Position: Trees Forever Growing Futures Support

(Two positions in Des Moines, One position in Cedar Rapids/Marion)

Position Outline:

Work alongside Trees Forever Program Coordinator to support the Growing Futures teen employment and tree care program, as well as other area tree-related work. The AmeriCorps member will work collaboratively to train and employ teens and young adults, manage skilled and community volunteers to plant and care for trees, and provide education on the benefit of trees to the local community.

Growing Futures offers teens an opportunity to gain job skills and enhance the urban forest. The program provides hands-on experience with tree care, tree planting, and outreach programs. Growing Futures programming includes career exploration, long-term employment skills training, personal and professional growth opportunities, and outdoor education.

The position will build capacity for Growing Futures and other area tree-related work. Members will have the opportunity to engage and expand on their own skillset and lead projects.

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Member Duties:

- Tree Planting and Tree Care work
 - Organize and coordinate tree planting and care work events.
 - Provide care and maintenance of tree planting projects.
 - Recommend and/or review site designs and plans.
 - Support with woodland management workdays.
 - Support the planning of efficient and effective program delivery models (i.e. efficient routes for planting and watering trees, analysis of tree data and areas to target tree planting and care, etc.).
 - Help think through the prioritization of neighborhoods for tree planting efforts using existing data.
- Teen Employee Support
 - Serve as a leader to the Growing Futures team members by providing guidance and support.
 - Participate in spring, summer, and fall teen recruitment, interviews, and hiring days.
 - Coordinate and establish youth professional development activities.
- Volunteer support
 - With the Trees Forever Program Coordinator, help in the coordination of volunteers, community groups, and city staff.
 - Participate in local volunteer coordination, development, and recognition including the TreeKeepers volunteer engagement program.
- Other Tasks
 - Report weekly on work schedule and accomplishments.
 - Seek out and participate in educational events to expand personal tree knowledge.
 - Work with existing partners and community organizations as well as seek new relationships that could lead to program improvements.
 - Reach out to partner groups to facilitate a broader coalition of people interested in the environment and tree work.
 - Participate in Trees Forever activities as prioritized and directed.
- Complete Green Iowa AmeriCorps performance metrics in collaboration with host site
- Maintain records of service projects in Green Iowa AmeriCorps Reporting Logs
- Submit Quarterly Reports of activities
- Maintain a detailed timekeeping record of service hours and activities
- Complete a Professional Development Project
- Participate in mandatory AmeriCorps Trainings (Orientation and Life After AmeriCorps Training) and National Days of Service (MLK Day and September 11)

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The ideal candidate will possess the following skills:

- Friendliness, ability to function as part of a team.
- A can-do spirit.
- Willingness and ability to think through an issue and provide potential solutions.
- Technological skills including Microsoft Office Suite with GIS proficiency helpful.
- Strong communication and organizational skills.
- Interpersonal skills necessary to build effective relationships with staff members, partners, and volunteers.
- Proven passion for service, the environment, sustainability and youth and volunteer empowerment.
- Ability to lift up to 40 lbs.
- Able to drive a 15-passenger van and/or pickup truck with trailer attached
- Have a current driver's license.

Members can expect to gain the following skills/experiences in this position:

The Growing Futures support positions are critical to helping Trees Forever plant and care for trees around Des Moines and Cedar Rapids. The members in this position have the ability to lead and provide their input on nearly all tree planting projects done around both cities. There is substantial support provided by the direct Program Coordinator for the work, as well as an extensive network of other staff that will help the member be successful.

- Project organization/management
- Arboriculture skills such as proper tree planting, proper tree care, and Tree ID
- Group facilitation and teambuilding skills
- Volunteer coordination and support
- Database management

Position: Trees Forever Marketing and Communications Support

(One position in Cedar Rapids/Marion)

Position Outline: Work alongside Trees Forever's Marketing and Communication Manager to promote, highlight, and market events, programming, and the Trees Forever brand. This position helps Trees Forever elevate and promote the work it does across three states.

Member Duties:

- Support social media content development and various social media campaigns.
- With the Marketing and Communication Manager, create and publish a monthly e-newsletter.
- Write blog posts or work with Trees Forever staff and area partners to create blog post content.
- Provide support to Trees Forever staff during field days.

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- Coordinate and assist with event planning for Trees Forever's signature events – Our Woodland Legacy, Annual Celebration, Legacy Reception – as well as smaller events held throughout the year.
- As needed, help create fliers, press releases, and other promotional materials.
- Work with Website Coordinator to update the website and develop content.
- Participate in Trees Forever activities as prioritized and directed.
- Complete Green Iowa AmeriCorps performance metrics in collaboration with host site
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- Complete a Professional Development Project
- Participate in mandatory AmeriCorps Trainings (Orientation and Life After AmeriCorps Training) and National Days of Service (MLK Day and September 11)

The ideal candidate will possess the following skills:

- Friendliness, ability to function as part of a team.
- Technological skills including Microsoft Office Suite. Design experience with the Adobe creative suite is a plus.
- Strong communication and organizational skills. Proficiency in writing general correspondence and other documents required as part of duties listed above.
- Interpersonal skills necessary to build effective relationships with staff members, partners, and volunteers.
- Proven passion for service, the environment, sustainability and youth and volunteer empowerment.
- Able to drive/have a current driver's license

Members can expect to gain the following skills/experiences in this position:

- Graphic design
- Content development
- Project management
- Social media management
- Professional and environmental writing
- Database management
- Mass email software
- Adobe Creative Suite