



Green Iowa AmeriCorps



2022 OUTSTANDING PROGRAM OF THE YEAR
America's Service Commissions



24-25 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** (two positions in Des Moines, two positions 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)	\$5,176.50/term

Anticipated service schedule for this host site is **[8:30am - 4:30pm, Monday through Friday]**, with occasional nights and weekends as projects require. Saturday hours will be required during fall and spring planting seasons.

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*

- **Educational Programming** engaging participants in environmentally-focused lessons and activities.

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- **Community Outreach** engaging outside volunteers in service activities
- **Climate Action Planning/Greenhouse Gas Inventory Activities**
- **Tree Planting**

Site Supervisor(s):

- James Partridge, Growing Futures Program Coordinator - Marion
- Megan Schneider, Director of Programs Des Moines Metro

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, Two positions 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 expand on their own skillset and lead projects.

Member Duties:

- Tree Planting and Tree Care work
 - Assist with coordination of tree planting and care (pruning, staking, mulching, etc. Training will be provided.

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- Assist in coordination and 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.).
- Growing Futures Teen Employment Program Support
 - Serve as a crew leader for the Growing Futures team members
 - Assist Growing Futures Program Coordinator with tasks such as meal planning, scheduling of professional development projects, weekly laundry, tool cleaning and maintenance
 - Ensure vehicle fleet is ready to deploy (full gas and water tanks, trailers stocked with necessary tools and planting day supplies)
 - Coordinate youth professional development activities
- Volunteer support
 - Assist in the coordination of volunteers, and community groups as needed
 - Participate in local volunteer opportunities
 - Represent Trees Forever at community engagement and tabling events
- Other Tasks
 - Report weekly on work schedule and accomplishments
 - Seek out and participate in educational events to expand personal tree knowledge
 - Establish relationships with 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)

The ideal candidate will possess the following skills:

- Positive attitude
- Ability to function as part of a team
- Ability to take initiative and ask for direction/training when needed
- 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

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- Interpersonal skills necessary to build effective relationships with staff members, partners, and volunteers
- Interest in the environment, sustainability, and youth and volunteer empowerment
- Ability to lift up to 80 lbs (two 5-gallon buckets full of water)
- Move trees weighing up to 150lbs in conjunction with a partner, ensuring safe lifting practices
- Able to drive a 15-passenger van and/or pickup truck with up to 16ft trailer attached and/or willingness to learn
- 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 participate in tree planting projects. Support is provided by program staff 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

AmeriCorps Requirements and Tips for creating a compliant member position description:

- Member position descriptions should provide an opportunity for the member to be challenged and take responsibility for new programs/projects and grow their skills. Site Supervisors should oversee and mentor members in the program to help develop relevant skills and abilities.
- Position descriptions should clarify expectations and help members understand their role in the organization. Avoid vague terms or descriptions of tasks.
- Make sure to use the appropriate AmeriCorps vernacular when describing or speaking about AmeriCorps Members
 - **YES**: service, support, member, enroll, position
 - **NO**: work, assist, hire, employee, intern, job
- Member duties should not include secretarial tasks or tasks/duties that other staff at the organization do not want to do. Members should primarily be engaging in meaningful direct service work with their host site or community.

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- Member position descriptions and activities cannot duplicate or displace the work of paid staff at your organization. If a member is working on projects alongside staff members at your organization the position description should outline that the member is assisting staff/the organization to expand services or start up a new project.

AmeriCorps members serve with organizations and in communities to provide practical solutions to critical community needs. Green Iowa AmeriCorps members serve under the Environmental Stewardship focus area of AmeriCorps and service activities must be directly related to addressing environmental issues in their service area.

AmeriCorps members will engage in direct service activities, education, volunteer engagement, and professional development opportunities as part of the GIA program. Each plays an important role in the interventions carried out by the program and help create a well rounded experience for the members who serve with the program.