



Greening San Francisco

## Internship Position

### Program Focus: Planting

**Schedule:** Wednesday - Saturday 10-15 hrs/week

**Salary:** This is an unpaid internship. A stipend will be provided to assist with transportation expenses.

### Summary

The Planting Program Intern supports the Planting Managers in organizing and leading Friends of the Urban Forest's ("FUF's") planting projects throughout San Francisco. The goal of this internship is to develop project management, arboriculture, and urban forestry skills while working on projects that meet the larger goals of the planting program. Upon completion of your internship with FUF, you will learn how to organize a neighborhood project from start to end, and obtain a great foundation for future green jobs in urban forestry.

The position involves both office and field work including computer work, heavy lifting (50 pounds), and driving a FUF vehicle (if candidate possesses a valid California driver's license). You will also be required to design and execute a capstone project tailored to your area of interest with the goal that you take an active role in your learning. FUF will provide professional development training and opportunities to engage with San Francisco's environmental leaders.

### Educational Objectives

- Arboriculture, Urban Agriculture, and San Francisco tree and plant species identification
- Project management skills
- Background of San Francisco neighborhoods
- City guidelines for planting street trees and sidewalk gardens
- Site analysis and field sketches
- Data management
- Volunteer management
- Arboriculture-related capstone project

### Details and Responsibilities

- Organize and lead a replacement planting project or special project with volunteers
- Assist in the coordination of, and take a leadership role in, a FUF community planting
- Train and work with volunteer leaders to ensure that all trees are planted correctly
- Work within municipal guidelines to select the appropriate tree for a specific site, including selecting trees from the nursery
- Educate the property owners about appropriate choices of trees for their sites, while providing good customer service
- Maintain the tree yard and manage FUF's inventory

- Manage FUF's tree tracking database and ensure that all information is up-to-date
- Meet with inspectors to mark potential sidewalk gardens based on City of San Francisco regulations
- Develop plant lists for sidewalk landscaping projects

### **Additional Requirements**

- Proficiency in digital communications and database management software a plus
- Must be able to commit to the entire internship period and to follow a mutually agreed-upon schedule
- Must be in good physical condition and able to perform physical labor
- Individuals with a valid driver's license and a clean driving record will be preferred
- Fluency in Spanish, Mandarin, and/or Cantonese is desired
- Participate in office culture of environmental stewardship through cultural activities including but not limited to: limiting waste, properly disposing of waste in sorted bins, and picking up trash in the field and at FUF headquarters

### **Work Environment**

While performing the duties of this position, the intern is regularly exposed to outdoor weather and working conditions. The noise level in the work environment is usually moderate. Office workspace is "hoteling" in nature and interns 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 intern to successfully perform the essential functions of this job. While performing the duties of this position, the intern is regularly required to talk and hear. This position is very active and requires standing, walking, bending, kneeling, stooping, crouching, and crawling. The intern 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 position include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.