



Internship Position Level I

Program Focus: Tree Care

Schedule: Wednesday, Thursday, and/or Friday, 10-15 hrs/week

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

Summary

The Tree Care Intern will support the Tree Care department implementing care of 1-3 year-old trees planted by Friends of the Urban Forest (FUF). The goal of this internship position is to develop basis of knowledge related to young-tree pruning skills, arboriculture, and urban forestry skills.

The position involves both office and field work including computer work, some heavy lifting (40 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.

This position leads to the opportunity for continued tree care education in the Tree Care Level II Internship

Educational Objectives

- The care of young trees, structural pruning, tree diseases and conditions
- Arboriculture, Urban Agriculture, and San Francisco tree species identification
- Data management
- Customer service associated with tree care advice and assistance
- Arboriculture-related capstone project

Details and Responsibilities

- Implement the FUF model for young-tree training to encourage a long-term stable structure
- Use tools and materials to maintain the hardware surrounding young FUF trees
- Answer basic inquiries through Tree Care Email Account
- Engage with curious citizens while in the field to answer basic tree and plant care questions and inquiries concerning the FUF Greening Program
- Maintain tools and materials for the FUF Tree Care program in clean and working order

Requirements

- Proficiency in digital communications
- 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 maintaining a clean work environment in the field, in work vehicles, and in the office

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.

Internship Position Level II

Program Focus: Tree Care

Schedule: Wednesday, Thursday, and/or Friday, 10-15 hrs/week

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

Summary

The Tree Care Intern will support the Tree Care department implementing care of 1-3 year-old trees planted by Friends of the Urban Forest (FUF). The goal of this internship position is to develop leadership skills by implementing comprehensive pruning and urban forestry knowledge through leading and managing tree care work days.

The position involves both office and field work including computer work, some heavy lifting (40 pounds), and driving a FUF vehicle (if candidate possesses a valid California driver's license).

Educational Objectives

- GIS mapping and analysis
- Volunteer management
- Communication skills with public and homeowners
- Management of tree care work days
- Effectively communicate arboriculture knowledge

Details and Responsibilities

In addition to Level I Responsibilities:

- Create tree care maps that incorporate consideration of density, urgency, and tree species
- Coordinate with volunteers in a timely and professional manner to ensure smooth field work days
- Notify homeowners of upcoming TC visits in a timely manner using mailchimp
- Create and prepare maps, tools, and sign-in sheets for volunteer work days
- Incorporate comprehensive knowledge of care of young trees, structural pruning, tree diseases, and conditions to field tree care inquiries

Requirements

- Complete Level I Tree Care Internship
- Proficiency in digital communications and database management
- 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 maintaining a clean work environment in the field, in work vehicles, and in the office.

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

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