



Job Description: Energy Saving Trees Coordinator

About TreesUpstate: TreesUpstate is a 501(c)(3) founded in 2005. Our mission is to plant, promote, and protect trees. TreesUpstate has planted and given away over 16,000 trees. Our Energy Saving Trees Program will give away 2,600 trees this spring between January and May at various locations across the upstate including Greenville, Greer, Clemson, Seneca, and Spartanburg. For more information about us please visit our website, <https://www.TreesUpstate.org>

Days and hours: Part-time, seasonal January 2021 - April 2021 (10-30 hrs / month); Friday & Saturday events

Event Dates:

1/29 1pm-5pm
1/30 8am-12pm
2/26 1pm-5pm
2/27 8am-12pm
3/12 1pm-5pm
3/13 8am-12pm
3/19 1pm-5pm
3/20 8am-12pm
More events TBD

Compensation is \$15 - \$18 an hour

Requirements:

- Must possess a valid SC Drivers License, must be able to pass a criminal background test, must be able to pass a drug test, and must be eligible for employment.
- Must be a safe driver with experience hooking up and driving trailers; comfortable driving a truck and trailer with a 2500+ pound load. *There will be a driving test during the interview process.*
- Must be able to work outside and perform manual labor in all weather conditions including high heat, rain, snow, etc.
- Must be able to lift up to 30 pounds on a routine basis. Must be able to bend and stoop on a continual basis.
- Strong computer, written and oral communication skills.
- Must have a positive outlook, strong work ethic, and a high degree of professionalism.
- Must be able to positively represent TreesUpstate at Energy Saving Trees events with participants, corporate partners, and site hosts.

Preferred:

- Knowledge of urban forestry practices, including tree planting, care, and maintenance.
- Knowledge of botany, arboriculture and horticultural principles and practices.
- Knowledge of soils, fertilizers and methods of plant cultivation compatible with local environmental conditions.

Responsibilities:

This includes and is not limited to:



- Coordinate, oversee, plan, implement, and manage Energy Saving Tree program.
- Recruit, communicate with, and train a team of volunteers to manage giveaway events.
- Present educational and outreach materials at events through event setup, volunteer training, and participant engagement. Develop follow-up resources and schedules to maintain communication with participants and provide tree care and tree benefit information.
- Keep an accurate and detailed digital inventory of all giveaway participants.
- Unload trees from delivery trucks and stage events. Load and transport trees and materials to site if necessary.
- Other as needed.

To Apply:

1. Submit an application through our Google form: <https://forms.gle/MAcRLAPGZcfLHq9TA>
2. Upload a copy of your resume to the Google form as specified in the instructions or email it to us at kylie@treesupstate.org
3. The position will be filled as soon as we find the right person.

Posted: January 2021. **Deadline:** Open until filled. Please do not call.