

Bridging The Gap

Position Description

Job title	<i>Heartland Tree Alliance – Community Forestry Assistant</i>
Reports to	<i>Heartland Tree Alliance Community Forestry Coordinator</i>
Status	<i>Part Time, non-exempt Seasonal (32 hours a week)</i>

Job purpose

The Community Forestry Assistant will play a crucial role in executing and maintaining tree planting projects throughout the Kansas City area on public and private property. The Community Forestry Assistant will plant, water, prune, stake, mulch and perform other duties to aid in the establishment of trees in the Kansas City area.

Primary Duties and Responsibilities

- Plant 10-15 gallon containerized trees by hand
- Water, mulch, stake and prune young trees
- Maintain accurate records of tree planting activities, including species, locations, and dates planted
- Assist in workday planning such as requesting utility locates and delivering materials
- Drive BTG truck to site with trees, tools, water tank, and trailer as necessary
- Participate in BTG all staff events and meetings, as required
- Assist in tool maintenance and the loading and unloading tools and supplies
- Represent BTG and maintain positive interactions with the public and project partners
- Track and report work completed
- Perform and record tree inspections
- Use iPads and GPS units to inventory newly planted trees
- Other job-related duties as requested or assigned and subject to reasonable accommodation

Qualifications

Required:

- Must have a valid driver's license and good driving record
- Capable of regular and on-time attendance
- Strong problem solving and creative skills
- Able to work alone or alongside a team
- Able to do diligent physical work in various weather conditions and to lift 45 pounds
- Must be at least 18 years of age
- All candidates will be subject to a background check within compliance with applicable local, state, and federal laws

Desired:

- Experience driving a pick-up truck and trailer
- Experience in the landscape industry or planting trees
- Basic computer literacy, or familiarity with ArcGIS

Working condition

The Community Forestry Assistant will work outside >85% of the time depending on the season and may be required to work some evening and weekend hours. This is a 32 hours a week with a schedule of Wednesday to Saturday.

Physical requirements

- Ability to move 45 pounds from the truck bed to the ground and back
- Ability to handle the physical demands of the job, including shoveling, lifting, pulling, crawling, and bending. Working over uneven terrain.

Compensation

Pay \$18.00/hr.

Bridging The Gap is an equal opportunity employer and understands the value of having a team with a diversity of experiences and perspectives to optimize our potential for compassion, collaboration, creativity and excellence in service. BTG encourages people from all backgrounds and perspectives to apply.

To apply, please email a cover letter relating your education and experience to this position and your resume to:

Bridging The Gap, Inc.
Attn: Glenda Swinton
Glenda.Swinton@Bridgingthegap.org