



Volunteer Partnership Coordination Position Description

Part Time Position:

Hourly rate: \$20-22 per hour

Qualifications:

- BA/BS degree in environmental field preferred, but not required, 3-5 years of work experience in organizing volunteers, conducting outreach and education or similar activities is a plus. Horticultural and/or urban forestry experience is a plus.
- Ability to communicate with a variety of audiences, good people skills, ability to work independently with minimal direct supervision, work well in a team environment.
- Good verbal and writing skills.
- Good working knowledge and able to functionally apply Microsoft Office suite and Google share environment for remote collaboration.
- Work environment - Home office, must provide own computer and Internet broadband service. Flexible work hours.
- Part-time, variable hours based on demand, 5 - 30 hours per week.
- Car is required.

Submit cover letter and resume to: jwanger@smarttreespacific.org

Position Details

Kaulunani UCF Program responsibilities

- Manage Volunteer Council members.
- Coordinate sub-committee meetings for grant review and new member recruitment.
- Arrange travel for Council meetings and transportation to/from meetings.
- Attend quarterly Advisory Council meetings and present project updates. May involve travel to neighbor islands (one day trip per year). Responsible for setup and break-down for meeting.
- Assist with Council meeting preparations.

Responsible for:

- Securing venue.
- Arranging food/refreshments.
- Ensuring AV support at the venue.
- Assist with note taking/ Minutes during meetings as needed.
- Assist with initial grant review and follow up submission process.
- Administer Tree-City USA program. This involves coordinating existing Tree City/Tree Campus USA recertification and promoting expansion as appropriate.
- Assist with writing and submitting two grant proposals/year to increase program funding.
- Weekly project status team meetings.
- Responsible for collecting match documentation for volunteers/events as required by the grant.

Outreach and volunteer engagement:

Coordinate volunteer programs that engage people in their urban forests and take the lead to seek opportunities to increase public understanding of urban forest benefits and support for urban forests. It is strongly encouraged to seek out and engage new and diverse audiences. This may include tree planting, tree tours, citizen science, and educational programs with schools as well as supporting existing programs such as the Citizen Forester (CF) inventory in Kailua.

Specific Deliverables:

- Continue to expand the public profile of Kaulunani through enhancing the website, creating downloadable examples of exceptional Kaulunani projects, writing and producing e-newsletters, planning and coordinating Learning at Lunch seminars and an evening event for industry professionals, tree tours and other events. Secure continuing education credits for events as appropriate.
- Support smaller tree planting/education grant-funded projects. This upcoming year's grants will focus on "Cool Your School" and may expand into areas with an environmental justice focus. Tree Planting Projects support may include: Promoting the grant program within target area, soliciting candidate schools/communities and encouraging proposal submission, coordinating volunteers to help plant trees, education of volunteer groups about trees and the benefits of trees (volunteer Arborists should be engaged to provide technical assistance as needed).
- Assist with website and social media content development.
- Participate in the Oahu Arbor Day Committee and Arbor Day events along with the Kaulunani Program Coordinator.
- Participate in outreach and educational activities that are done in conjunction with DOFAW and various other educational organizations/agencies in the state such as LICH and Earth Day.
- Responsible for collecting match documentation for volunteers/events as required by the grant.

Additional Activities: (time permitting)

- Engage grassroots community-based organizations, urban forestry or "green" organizations, and culturally diverse organizations.
- Work as the primary interface with organizations who will be planting trees. Includes working out the planting plan, maintenance plan to ensure long-term success of the project.
- Share and contribute to volunteer and partnership databases.
- Produce (or contract) marketing and outreach materials as funding allows.
- Support Citizen Forester inventory projects as funding allows.
- Coordinating with existing CFs, partners and existing Advisory Committee to support the completion of the existing inventory of Kailua.
- Assist to maintain current inventory data mapping system.
- Give educational presentations to schools or other groups upon request.