



## Western Reserve Land Conservancy

land • people • community

### JOB POSTING

Western Reserve Land Conservancy is seeking candidates for the position of Tree Care Coordinator. The position reports to the Manager of Community Forestry and is located at our office and field locations in Cleveland, Ohio.

This is a full-time position with a salary range of \$45,000 to \$55,000 annually, commensurate with experience, and the position is eligible for benefits.

#### BACKGROUND

Western Reserve Land Conservancy provides people with essential natural assets through land conservation and restoration. Headquartered in Moreland Hills, Ohio, we are a non-profit organization, the largest land conservancy in Ohio and nationally accredited by the Land Trust Alliance. Serving an area of 29 counties from the Pennsylvania line to the Sandusky Bay, the Land Conservancy has permanently conserved more acreage than Cleveland Metroparks and the Cuyahoga Valley National Park combined. We work with private and public landowners, farming families, neighborhood development corporations, corporations, county park systems, local residents and many more to help create communities nourished by vibrant natural lands, working farms and healthy cities. Thriving Communities, our urban revitalization program, is nationally recognized for thought leadership on removing blight; creating land banks statewide to find productive uses for vacant properties; and revitalizing communities through greening strategies. Our mission is funded through a combination of program revenue, government grants, and philanthropic gifts from individuals, foundations and corporations.

#### POSITION SUMMARY

Reporting to the Manager of Community Forestry (“Manager”), the Tree Care Coordinator (“Coordinator”), will oversee maintenance and monitoring of young, newly-planted trees at Land Conservancy planting sites in the City of Cleveland, will provide planting support as needed in the spring and fall, be the Land Conservancy’s point person for the Rid-All service yard, and will manage other tree care needs following the establishment period as needed. The Coordinator will supervise one or more seasonal Tree Crews during peak watering and maintenance season, which is April to November.

#### KEY AREAS OF RESPONSIBILITY

The Coordinator will oversee the care and establishment of young trees planted by the Land Conservancy in accordance to plans made with the Manager. These activities will include watering young trees, mulching, weeding, and replacing stakes/trunk guards as necessary, managing the service yard and supply inventory, taking care of trees on the lot before planting, and providing maintenance reports as necessary to the Manager. The Tree Crew will provide technical support at Land Conservancy tree plantings, and the Coordinator will oversee loading/unloading of tools and supplies, ensure that all planting supplies are well-maintained, and provide support in a leadership role to volunteers. This position requires working outside for the majority of the day, most days, sometimes in inclement or uncomfortable weather conditions. The Coordinator will prioritize safety, seek input from the Tree Crew, work to keep morale high when fieldwork begins to get repetitive, organize weekly plans to

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maximize efficiency, problem-solve independently, and be able to communicate confidently with the public about the benefits of trees and Land Conservancy programming.

During the off-season, the Coordinator will:

- Execute our young tree training (pruning) program
- Support winter outreach and training activities
- Produce end of season survivability, inventory, and maintenance reports
- Update field data logs
- Update Tree Crew onboarding, orientation, and training materials
- Support Tree Steward workshops and trainings
- Budget and plan for facility maintenance and upgrade needs

Supervision responsibilities include:

- Leading Tree Crew through onboarding and orientation
- Ensuring training of proper tree planting and maintenance protocols
- Leading daily morning check-ins and communicating daily/weekly plans and goals
- Ensuring Tree Crew is properly dressed and prepared for each work day

#### **EDUCATION, EXPERIENCE AND CAPABILITIES**

- Arboriculture: experience in tree care, planting, pruning, proper care techniques for young trees, and a willingness to learn more
- Experience working in Cleveland's neighborhoods
- Experience working on a collaborative team; leadership experience preferred
- Strong organizational skills
- Valid driver's license and safe driving record
- Strong written and verbal communication skills
- Ability to work outside in all types of weather and lift 60 pounds
- Minimum of high school degree, with college degree preferred
- Preferred experience includes:
  - ISA-certified arborist or willing to obtain ISA certification upon meeting ISA's minimum requirements
  - Experience driving a large truck and pulling a trailer
  - Prior experience working with volunteers

#### **APPLICATION PROCESS**

Interested individuals should send a resume and cover letter to Bob Kissling, Vice President of Human Resources, at [rkissling@wrlandconservancy.org](mailto:rkissling@wrlandconservancy.org).

*Western Reserve Land Conservancy is an Equal Opportunity Employer and is committed to hiring staff members who represent the rich diversity of our community. At the Land Conservancy, all employees and applicants for employment are judged on their merits. The Land Conservancy is committed to providing an environment free of illegal discrimination of any kind, and does not base any employment decisions on race, color, national origin, sex, sexual orientation, gender identity or gender expression, religion, age, disability, military or veteran status, or any other protected category under federal and state laws.*