Position Description

Position Title: Community Forestry Corps Member
Reports To: Site Supervisor & Program Manager

Position Summary
Community Forestry Corps Members serve at a nonprofit or public agency with a mission to preserve and protect Minnesota’s environment and strengthen communities, with a focus on preserving and increasing tree canopy.

Essential Functions

- Fulfill the duties and tasks outlined by the assigned service site in its Community Forestry Corps Project Plan, specific activities may include:
  - tree inventorying,
  - planning and implementing tree planting events with volunteers and/or host site staff,
  - gravel bed nursery design/construction/management,
  - Emerald Ash Borer management plan development and implementation,
  - citizen volunteer recruitment/training/utilization, and
  - serve as a host site tree ambassador, providing outreach and education about the importance of trees in our communities.
- Follow protocols in reporting on duties and/or tasks completed, including impact to the greater community.
- Follow all required safety procedures at service site.
- Submit timesheets once every two weeks.
- Demonstrate regular, timely attendance at service site. Adhere to a regular schedule of in-person service, determined by the service site.
- Communicate regularly and effectively with Program Manager, Reading & Math, Inc. staff, Site Supervisor, and other service site personnel.
- Attend all required training sessions and meetings; travel as necessary.
- Assist with statewide preparedness for, response to, and recovery from disasters which includes supporting schools and communities in disaster relief activities related to COVID-19 closures and social distancing procedures.

Minimum Qualifications

- Strong interest in community forestry, natural resources, environmental protection, or a related science field with desire to learn and gain skills in the field. Must be a self-starter who can work independently.
- Must be 18 years of age or older by your start date.
- Must be either a citizen, national, or lawful permanent resident alien of the United States.
- Must pass mandatory pre-service background checks.
- Must not have served 4 or more prior terms of service with AmeriCorps State or National.
- Positions that require driving will require a valid driver’s license and ability to pass a driving record check. Some positions require access to a personal vehicle for transportation.
Physical Requirements

- Some positions are primarily based in an office setting and require sitting, standing, and operating a computer and telephone.
- Some positions may require light to moderate lifting, bending, stooping, pulling, kneeling, carrying, and use of hand tools up to 30 lbs.
- Some positions may require the ability to work outdoors in adverse weather conditions, such as wind, rain, high or low temperatures on challenging terrain for up to 8 hours at a time.

Reading & Math, Inc. will not discriminate for or against any AmeriCorps service member or applicant on the basis of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, familial status, disability, sexual orientation, age, or any other category protected by law.

Reasonable accommodations provided upon request. This document is available in alternative formats.