

Job Description

Job Title: Forestry Outreach Coordinator

Job ID: 616815

Apply Before: 08/01/2018

Location: Marion County

Full/Part Time: Full-Time

Regular/Temporary: Regular **Salary:** \$39,468.00
Agency Natural Resources

City/County/St: Indianapolis, Marion County, IN

Website to apply is: <https://www.in.gov/spd/2333.htm>.

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Job Description:

This position works primarily with volunteers (non-profit groups, citizen organizations, service groups, tree boards, and others donating their time) on the following activities: urban forest advocacy; training that includes but is not limited to planting, pruning, post planting care, site selection, pest and diseases diagnoses; and tree board recruitment and retention. In addition, it will include coordinating, managing, and/or leading volunteer events and training others to do the same.

This position is occasionally exposed to extreme weather, dangerous work areas (tree removal and pruning operations), and hazardous chemicals (herbicides) when doing field work.

Responsibilities:

- Retain and Recruit a Statewide Volunteer Network
- Provide technical assistance on developing volunteer based community forestry programs
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- Promote and Administer the Tree Stewards Program
- Promote Partnerships Between Urban Forestry Non-Profit Partners
- Help to Promote Funding For Volunteer Efforts
- Assist Other Division of Forestry Programs with Volunteer Efforts

Preferred Experience:

- Thorough knowledge, experience and abilities in the principles and practice of promoting, recruiting and managing volunteer manpower resources.
- Ability to develop, organize, and implement major program initiatives in specialty area.
- Ability to work well with people to promote and motivate in kind efforts in enhancing the urban environment.
- Ability to establish, maintain and enhance working relationships with organizations and groups involved in urban forestry.
- Ability to communicate well both orally, digitally, and in writing on technical and non-technical items.
- Ability to supervise and motivate volunteers, providing direction, training, and counseling.
- Working knowledge of the principals involved in urban forestry management, tree planting and care.
- Working knowledge of computers and software.
- Be a certified Arborist, or the ability to become a certified Arborist.

The above skills, experience and knowledge are acquired through a two or four year college education in urban forestry, forestry, horticulture or a related field, specialized training, continuing education and job experience.

Benefits:

The State of Indiana offers a comprehensive benefit package which includes medical, dental, vision, life insurance, retirement plans and accrued leave.

Equal Employment Opportunity:

The State of Indiana is an Equal Opportunity Employer.