

## Tree Distribution Seasonal Assistant

### About TreeFolks

TreeFolks empowers Central Texans to build stronger communities through planting and caring for trees. In its thirty year history, TreeFolks has facilitated the planting of nearly three million trees to shade urban streets, beautify neighborhoods and restore riparian zone. These trees shade streets, beautify neighborhoods, clean air and water, and mitigate the urban heat island effect. This position reports to Tree Procurement Coordinator.

### Responsibilities:

- Pick up and deliver trees using the TreeFolks truck and large box trailer
- Assist with special community planting events and adoption events
- Respond to program requests via phone and email
- Care for and organize the trees at the on-site nursery
- Collect tree survival data by email, phone, and site visits
- Maintain a database of tree requests and deliveries
- Other duties as requested

### Required Qualifications, Skills, and Abilities

- Maintain a valid Texas driver's license with a clean driving record
- Ability to lift and carry 25 lbs for several hours in all weather conditions
- Proficiency with computers including Google Suite

### Preferred Qualifications, Skills, and Abilities

- Familiarity with mapping and/or database software
- Ability to read, write, and speak Spanish
- General knowledge of and interest in trees
- Experience driving a truck and trailer
- Customer service experience

**Expected Position Dates:** September 5th, 2023 - May 3rd, 2024

**Compensation:** \$19.28 per hour, 40 hours per week variable schedule, at least 10 Saturdays expected

**To apply:** Send a cover letter, resume, and three professional references to [jobs@treefolks.org](mailto:jobs@treefolks.org). No phone calls, please.

TreeFolks is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.