



Internship - Tree Care Coordinator

Position Title: Intern

Department: Education - Community Forrester (050888)

Objective

Holden Forests and Gardens (Holden Arboretum & Cleveland Botanical Garden) has a two-(2) year intern position in our Community Engagement Department. The Tree Care Coordinator will focus on outreach and engagement to promote sustainable forest management including arboricultural and urban forest educational offerings at Holden and across Northeast Ohio focusing primarily on tree installation, establishment, inventory, and maintenance in the community. Opportunities will include guiding community members and volunteers in best tree care practices focused on arboricultural standards and best urban forest management. This will also include outreach and education to a diverse cross section of organizations, professionals, and the public.

Supervisor

- Reports to Community Forrester
- Works with Volunteers

Work Location

- Position will work at both campuses
- The Holden Arboretum – Kirtland, Ohio – less than 30 miles east of Cleveland. Encompassing more than 3600 acres of cultivated gardens, woody plant collections and natural forested areas
- Cleveland Botanical Gardens – located in the heart of University Circle
- Holden Forests and Gardens is 12th largest public garden in the U.S. It is comprised of two campuses, Cleveland Botanical Garden and Holden Arboretum.

Responsibilities:

- Meet with various community groups, parks, institutions and non-profits to discuss existing trees, planting sites, and best management practices
- Perform various aspects of tree care including site selection and preparation, planting, pruning, mulching, watering, and weeding in the community
- Assist with the installation and maintenance of trees in the community and at Holden as requested

- Participate and support the Tree Steward and Arbor Care volunteers in the community and at Holden for ongoing maintenance of tree projects and displays
- Support ongoing outreach and technical instruction on tree care including planting and maintenance with diverse communities at workshops
- Assist with professional development classes focused on the tree care industry including certification, structural pruning, and tree worker safety

Qualifications

- Associate's or Bachelor's degree in forestry, horticulture, or urban forestry
- Strong communication and organization skills
- Certified Arborist with the International Society of Arboriculture
- Passion for working collaboratively with community members and colleagues
- Experience working with volunteers' desirable
- Communicate clearly and concisely, both orally and in writing (accurate and concise), to the general public and specialized professional audiences
- Ability to work with Holden staff, enlisting cooperation across program areas, and with outside parties, including collaborators and contractors, in all relevant areas

Requirements

- Travel by automobile as necessary to attend meeting and events
- Valid Driver's License and acceptable driving record required to be covered on Holden Forests & Garden's vehicle insurance policy
- Must pass a criminal background check, credit and substance screening

Physical Demands

Must be able to perform with or without reasonable accommodation:

- Ascend/descend stairs on occasion and travel by foot on unpaved or uneven terrain to transport oneself to various location on arboretum property
- Lift up to 40 pounds
- Reach, kneel, bend and twist at waist, bend at knees, crouch, see, hear, touch, grasp objects, push, pull, sit
- Willingness to participate in tree care across all seasons in varying conditions, primarily outdoors

Work Environment

- Evening and weekend work as needed
- Two-(2) year temporary position
- Starting / Ending dates flexible

Wages

- Commensurate with experience
- Hourly

- Non-exempt

Apply

Review of applications will begin immediately and continue until the position is filled.

Qualified applicants should submit a resume online:

<https://home.eease.adp.com/recruit/?id=15545721>

Posting Date: February 2017

Closing Date: Until Filled

Holden Forests and Gardens (Holden Arboretum / Cleveland Botanical Garden) is an Equal Opportunity Employer committed to hiring a diverse and talented workforce. We seek skilled, knowledgeable and experienced individuals to join our staff and enhance our reputation as one of the country's foremost arboreta.