**Tree Planting Coordinator**  
**CRC Watersheds Association**

This staff member coordinates the field work related to CRC tree programs, through planning events and teaching volunteers how to properly plant a tree. The Tree Planting Coordinator is expected to be skilled in communication and ready to get their hands dirty through hard work in the field, as they orchestrate the planting and maintenance of CRC’s native tree plantings. The Tree Planting Coordinator should be proficient in native horticulture, landscape design, and proper planting techniques.

**Roles** include:
- **Collaborating** with our partner organizations, landowners (public and private), and our tree program manager (Executive Director) to plan for and conduct future tree plantings and tree maintenance programs.
- Providing mapping support in the preparation of tree planting plans, and **summary maps** of past CRC program locations (including the collection and management of data related to past CRC events and programs) through GIS Software.
- **Leading oral demonstrations** to volunteers regarding the tasks and skills needed for a successful planting or maintenance event.
- Supporting CRC’s programs through the effective communication and **organization** of our staff, board, and volunteers; delegating and leading participants at all tree events.
- Regularly **researching** native tree species available, to strategically design site plans based on individualized needs of each planting site.
- **Adapting CRC planting methods** to increase survivability of trees planted and benefit the local environment.
- **Coordinating delivery and pick up** of all necessary materials for tree planting and maintenance events.
- **Organizing and submitting** appropriate documentation for tree plantings to necessary staff in a timely manner.
- Other duties as assigned.

The Tree Planting Coordinator will plan a season’s plantings as far in advance as possible, and plan based on planting goals determined at the beginning of each
calendar year. Typically, planting plans for a season are made in the previous planting season (plans for Fall made in the Spring, plans for Spring made in the Fall).

The Tree Planting Coordinator is expected to use a personal vehicle for job related activities. CRC will provide the Tree Planting Coordinator with the IRS determined mileage reimbursement (2023: 66 cents per mile).

This staff member’s hours vary based on season. The Tree Planting Coordinator will work about 10-15 hours per week in the off-season (December-February, June-August) and 25-35 hours per week in-season. Work includes weekdays and Saturdays, with schedules varying based on the week.