



Planting and Tree Farm Assistant

The Texas Trees Foundation is currently seeking a Planting Assistant to perform a variety of field operations for support of all tree planting, tree care, and related activities. This crew member should have a “roll up your sleeves” attitude and enjoy working outside throughout the North Texas area. This position will also interact with internal/external stakeholders, including community volunteers, and other social organizations etc. They will be responsible for working with the Field Operations Supervisor to support the TXU Energy Tree Farm & Education Center and all TTF Operations.

ABOUT TEXAS TREES FOUNDATION

The Texas Trees Foundation is a leading urban forestry nonprofit organization based in Dallas and working throughout the state of Texas. Our mission is to improve the health of cities and people through the transformative power of trees. We plant and care for the urban forest to create cooler, cleaner, healthier communities for all. Through research, education, and partnerships, Texas Trees has also become a leading voice and resource to communities and decision makers in advancing healthy, green communities for all.

RESPONSIBILITIES AND IMPACT

- Emphasis on watering and caring for trees at various sites throughout DFW, as well as at the TXU Urban Tree Farm and Education Center
- Selects, delivers, plants, prunes, inventories, waters and cares for trees.
- Operates hand and power tools, and other equipment, as requested.
- Conducts regular vehicle and tool maintenance, including daily vehicle safety inspections; seasonal vehicle upkeep, regular tool cleaning, inventory, etc., and upkeeps the office landscape/grounds, as directed.
- Demonstrates professionalism and exceptional customer service, fostering positive relationships with internal and external stakeholders.
- Assists with tree procurement activities such as deliveries, inventory and reconciliation.
- Collaborates across the organization as required to execute programs and activities.
- Ensures adherence to organizational policies and procedures including attendance, timeliness, conduct, professionalism, appearance, etc.
- Promotes a safety culture by eliminating/controlling hazardous conditions resulting from human error, equipment and machine operations that may lead to human injury and/or property damage.
- Assists with watering, pruning, fertilizing, staking, and weeding.
- Assists with irrigation line maintenance.
- Responsible for supervising volunteers, interns, or part time laborers as requested.
- Participates in planting projects.
- Performs other duties, as requested.

SKILLS AND EXPERIENCES WE VALUE

- Values and supports partnerships that advance the work of the Texas Trees Foundation and enhances partners missions.
- Demonstrates the ability to interact and cooperate with all company employees.
- Commitment to the mission of the Texas Trees Foundation.
- Builds trust, values others, communicates effectively, drives execution, fosters innovation, focuses on the customer, collaborates with others, solves problems creatively, and demonstrates high integrity.
- Maintains professional internal and external relationships that meet company core values.
- Must understand and appreciate that they actively represent the Texas Trees Foundation during work hours, and they must present and conduct themselves accordingly.

QUALIFICATIONS

- Must be 18 years of age or older.
- Must have a valid Texas driver's license.
- Must pass and maintain security clearance for working on school properties.
- Professional demeanor and the ability to interact and work with a variety of audiences.
- Ability to work independently and in a team environment.
- Ability to supervise volunteers.
- Ability to manage multiple activities simultaneously.

COMPENSATION, BENEFITS, WORK SCHEDULE & LOCATION

We offer a collaborative, mission-driven environment that supports and invests in each team member's growth. This is a full-time (exempt), Dallas-based position. This position reports to the Field Operations Supervisor. This is a full-time position paying \$20/hr.