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## **Volunteer & Community Education Coordinator**

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Reports to: Director of Programs Des Moines Metro  
Function: Support Tree's Forever's work in the Des Moines metro area to increase the urban canopy through tree plantings in public parks and right of ways. The successful candidate will work to support efforts of the Des Moines metro team with all volunteer activities and community education and outreach.  
Status: Exempt  
Schedule: Full-time, with weekend and evening hours  
Location: Des Moines, Iowa combination of on-site and work from home  
Salary: \$41,000 - \$50,000 Commensurate with experience  
Revision Date: September 2023

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### **Primary Responsibilities**

- Support Trees Forever in its overall mission to plant and care for trees and the environment by empowering people, building community, and promoting stewardship
- Serve as primary contact for all Des Moines metro volunteers and potential volunteers, including but not limited to Des Moines-area TreeKeepers
- Plan and execute TreeKeepers (skilled volunteer program) curriculum, including associated volunteer opportunities and special events
- Create and implement educational presentations for neighborhoods, organizations, schools, etc.
- Serve as primary contact for all community education events and workshops
- Manage volunteer group inquiries and scheduling
- Cultivate long-term relationships with schools, businesses, religious organizations, and other organizations to keep them engaged and informed of Trees Forever Des Moines volunteer opportunities
- Assist with the development and scheduling of volunteer projects, and work closely with Trees Forever staff to post and manage volunteer opportunities
- Maintain volunteer calendar of events, and assist with other volunteer communications, email, social media, etc.
- Attend tree plantings to meet volunteers, assist check-in and instruction, and build positive rapport
- Update volunteer contact records, manage settings, and create reports in volunteer database
- Work with Trees Forever staff to track and report service hours for volunteers
- Represent Trees Forever at conferences, festivals, schools, and volunteer recruitment fairs
- Organize and participate in volunteer recognition programs and special events
- Perform other duties as requested to support the goals of the Des Moines area team
- Communicates and manages program delivery expectations and standards with Trees Forever staff

### **Required Skills/Abilities:**

- Interpersonal skills necessary to build effective relationships with volunteers, staff members, board members, and partners.
- Strong leadership traits, such as ability to give/receive constructive feedback, critical thinking skills, organization, and confidence in taking initiative.
- Experience with office communication technology, virtual meeting tools, social media applications, and customer relationship management software
- Willingness to work as part of a team and effectively communicate with other team members
- A proven passion for service, the environment, and sustainability.
- Possess a commitment to working for a non-profit organization and promoting Trees Forever's mission and guiding principles.

## **Qualifications/Position Requirements**

- High school diploma or GED required, Bachelor's degree preferred.
- Minimum two years of experience working with in volunteer coordination or related field (non-profit, education, or recreation).
  - Outdoor education and leadership experience preferred.
  - Knowledge of tree and shrub species and experience with tree procurement preferred.
- Some weekend work will be required, primarily on Saturdays in the spring and fall, as well as some evening work commitments. Work outside of standard office hours can be offset through a flexible working schedule.
- Valid U.S. Driver's License required plus reliable transportation and willingness to travel, including occasional overnight trips and some evening and weekend meetings. Position will require driving a 15-passenger van connected to a trailer. Training will be provided.
- Must have a clean driving record.
- Must be able to pass a background check.

## **Physical Demands and Work Environment**

The physical demands and work environment described here represent those an employee encounters while successfully performing the essential functions of this position. Reasonable accommodations may be made to enable individual with disabilities to perform the essential functions.

- Must be able to lift, carry, push, or pull up to 80 pounds at a time.
- Must be able to perform strenuous physical labor in all weather conditions.
- Prolonged periods of walking, standing, bending, or kneeling.
- Prolonged periods sitting at a desk and working on a computer.

## **About the Organization**

Trees Forever is a nonprofit charitable organization headquartered in Marion, Iowa. Its mission – to plant and care for trees and the environment by empowering people, building community, and promoting stewardship – is fulfilled through leading-edge programs and innovative practices. Trained and experienced staff have assisted community leaders and landowners across Iowa, Illinois, Wisconsin and beyond with thousands of planting projects. Each year, on average, Trees Forever works with and engages more than 7,000 volunteers who give generously of their time and talents. To date, they've helped plant more than 3 million trees.

## **Trees Forever Vision and Guiding Principles**

**Vision:** People sustaining the places where they live, work, and play by planting and caring for trees and natural areas.

**Guiding Principles:** Have humor, listen actively, strive for quality and simplicity, encourage synergy and creativity, be empathetic and understanding, communicate honestly and openly, treat people with respect and dignity, leadership is everyone's responsibility, be positive, flexible, and solution oriented, be the change you expect – lead by example, recognize everything is a process being improved, and demonstrate environmental integrity and community responsibility.

*Trees Forever, Inc. provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. We reserve the right to conduct background checks and drug screenings.*