



Growing Futures Program Coordinator

Full-Time | Exempt

Trees Forever is seeking a full-time Growing Futures Program Coordinator to lead tree care initiatives, coordinate tree planting efforts, and oversee the Growing Futures program. This role supervises crews, supports participant development through hands-on training and professional growth opportunities, engages community partners, and ensures effective program delivery through coordination and evaluation.

Key Responsibilities

- Plan, implement, and supervise three annual sessions of Growing Futures (April–May, June–August, September–November)
- Recruit, hire, and supervise a diverse team of youth participants, adult team leads, and community volunteers, fostering an inclusive and motivated program environment
- Provide leadership and guidance to program teams, ensuring adherence to organizational values and standards
- Build and sustain partnerships with community organizations, fostering collaboration and support for the program
- Supervise and guide teams to ensure progress towards program goals and outcomes
- Coordinate career development initiatives, including life skills training and guest speakers focused on career readiness and green job opportunities
- Evaluate program outcomes through data analysis and feedback from participants, partners, and stakeholders, recommending improvements as needed
- Organize and lead tree planting programs activities while overseeing tree care and maintenance efforts
- Represent the Growing Futures program at public forums, conferences, and community events to promote the program and its impact
- Complete required reporting, including weekly, monthly, and annual including monthly and annual program summaries

Qualifications & Skills

- High school diploma or GED required
- Strong interpersonal and communication skills
- Excellent organizational abilities and comfort managing multiple priorities
- Ability to work independently while collaborating effectively with partners and team members
- Ability to lift and carry up to 80 pounds during planting and outreach activities
- Valid U.S. driver's license and reliable transportation
- Comfort working outdoors in various conditions and performing physical tasks
- **Preferred:** Bachelor's degree; experience in outdoor education and leadership; knowledge of tree and shrub species including tree care; ability to operate vans/trailers (training provided)

Compensation

- Salary range: \$46,600 – \$50,000

Benefits

At Trees Forever, we value the people who make our mission possible. In addition to meaningful work



that helps sustain our communities, we offer a comprehensive benefits package to support your health, well-being, and work-life balance:

- Medical insurance, including an HDHP option, plus dental and vision coverage
- Short-term and long-term disability insurance
- 403(b) retirement plan with up to 4% employer match
- Group life and accidental death & dismemberment (AD&D) insurance
- Flexible Spending Accounts (FSA) and Health Savings Account (HSA) options
- Paid Time Off (PTO), including 24 hours of Personal Time Off
- 11 paid holidays, plus two floating holidays

Equal Opportunity Statement

Trees Forever is an equal opportunity employer. We welcome applicants of all backgrounds and are committed to creating an inclusive, supportive workplace. We do not discriminate based on race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, disability, veteran status, or any other protected characteristic under applicable law.