



**Volunteer Position Title:**  
2017 Young Tree Care Survey Coordinator

**Timeframe:**  
June 1<sup>st</sup> through mid-August, 2017; approx. 10 hours / week

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**Canopy is an environmental nonprofit that plants and cares for trees where people need them the most in the San Francisco mid-peninsula area. We also endeavor to inspire youth to become stewards of the environment.**

**Position summary:** Under the supervision of the Program Director, the primary responsibility of the Young Tree Care Survey (YTCS) Coordinator is to prepare, organize, and implement Canopy's annual Young Tree Care Survey, which indexes street trees planted in Palo Alto and East Palo Alto in the last five years. The survey is conducted by volunteers, primarily through a mobile phone app. The YTCS Coordinator will oversee the collection, analysis, and reporting of tree data (i.e. diameter and health rating) to the City of Palo Alto's urban forestry staff. In addition to the YTCS, the Coordinator may take on additional tree mapping projects as time allows.

The ideal candidate is self-motivated, detail-oriented, and flexible. The candidate is enthusiastic about working with volunteers, trees, and numbers. Some experience with environmental work, GIS systems, Microsoft Office, and volunteer coordination is preferred, but not required. This is an unpaid volunteer position. Hours are flexible, especially in the later part of the summer. Average weekly hours may be greater prior to the launch of the survey in mid-July.

**Duties and Responsibilities:**

- 1) Manage the Young Tree Care Survey project including:
  - a. Import and manipulate data from the City's online tree inventory
  - b. Prepare custom maps and other survey materials
  - c. Work with staff on survey trainings and volunteer work days
  - d. Collect, analyze, and write a report of the results
- 2) Assist Canopy staff with other tree mapping related projects

**Preferred Qualifications:**

- 1) Some college experience in science, education, GIS, or data management
- 2) Strong organizational and communication skills
- 3) Proficiency with Microsoft Excel, Word, and other Office applications
- 4) Experience coordinating volunteers or group events is a plus
- 5) Resident of Palo Alto, East Palo Alto, or Menlo Park is a plus

**To apply, please send a resume and cover letter to, [natalie@canopy.org](mailto:natalie@canopy.org). To learn more about Canopy visit our website, [www.canopy.org](http://www.canopy.org). Thank you!**