



Volunteer Position Title:
2016 Young Tree Care Survey Coordinator

Timeframe:
June 1st through mid-August, 2016; approx. 20 hours / week

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 application and reports information directly to residents and the City's urban forestry staffs. 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. And will bring enthusiasm to working with volunteers, trees, and data. Some experience with environmental work, GIS systems, Microsoft Office, and volunteer coordination is preferred, but not required. This is a volunteer (unpaid) position.

Duties and Responsibilities:

- 1) Help 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 report results.
- 2) Assist Canopy staff with uploading existing tree information from various locations into an open source [OpenTreeMap](#).

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, michael@canopy.org. To learn more about Canopy visit our website, www.canopy.org.

Thank you!