



## Volunteer Job Description PROJECT LEADER

**DESCRIPTION OF PROJECT:** Project Leaders are critical to the success of Canopy's Tree Planting and Tree Care programs. Becoming a Project Leader is a great way to contribute directly to the health of the urban forest of Palo Alto and East Palo Alto. Project Leaders lead teams of 2-4 volunteers in tree planting and tree care projects. Tree plantings take place in parks, city streets and school campuses.

**VOLUNTEER RESPONSIBILITIES:** Project Leaders oversee the efforts of other volunteers during tree planting and tree care events. They make sure work is done correctly, Canopy's safety policy is enforced and they help answer questions.

**SUPPORT PLAN:** Project Leaders go through a 2-3 hour training led by a professional arborist who teaches correct planting and tree care methods. Training sessions are held several times a year. In the field, Project Leaders work under the supervision of a staff member or senior project leader. Canopy provides all necessary tools and equipment.

**TIME COMMITMENT:** In addition to their participation to training sessions, Project Leaders are asked to help with at least 3 Canopy tree care and/or planting events. These events usually last 2-3 hours and are generally held on Saturday mornings.

**QUALIFICATIONS NEEDED:** Leadership skills. Ability to do physical work. Must be at least 16 years of age. No special skills are required initially. Must have attended Canopy's training session.

**BENEFITS:** All Canopy volunteers are invited to Canopy's Annual Party, receive the Canopy's newsletter and receive credit in Canopy's Annual Report. Project Leaders also learn new skills from professionals and meet others in the community, while growing a healthy urban forest.

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