

# Onondaga Earth Corps, Inc.



## POSITION

Workforce Foreman & Trainer

## ABOUT US

Onondaga Earth Corps and the Youth Conservation Corps Model:

The Onondaga Earth Corps (OEC) is a youth development and conservation corps program focusing on community and environmental stewardship in the Greater Syracuse Metropolitan Area. OEC enrolls youth and young adults, ages 15 to 25, in “learn to earn” positions to educate the community about the benefits of environmental stewardship through completing environmental and neighborhood improvement projects. OEC has a strong experiential learning and service component, and often completes projects or arranges volunteer service within the community.

## POSITION SUMMARY

Field-based, Full Time, 35-40 hours/week, some evenings and weekends are required.

FLSA Status: Non-exempt

Deadline: Until position is filled

Start Date: TBD

Interview Date: Ongoing

Compensation: Salary Range: 44-60 K

## POSITION OVERVIEW

The Workforce Foreman & Trainer (WFT) will be the lead project foreman and instructor for OEC’s Advanced Young Adult Program (AYA). The AYA Program is a workforce track program for OEC participants with multiple seasons of experience that are interested in pursuing a career in urban forestry, landscaping, or other green industry careers. The WFT will work with the Green Industry Pathways Coordinator and other team members to refine and align existing curriculum with input from industry partners. The WFT will teach the AYA curriculum to OEC participants and arrange field based opportunities that give participants the experience necessary to secure employment in the industry and that increases their earning potential (chainsaw, equipment operating, climbing, rigging, plant ID, GIS, etc.) and potential for career advancement.

The Foreman will facilitate project work for trainees by coordinating with a small team of staff (Project Manager, Personal Development Team Leader, Program Coordinator) and project partners (community, academia, industry). The WFT will be responsible for overseeing and supervising a cohort of 5-12 AYA participants (ages 19-25) while they are in session and support other project logistics and field training with our traditional young adults and staff when the AYA’s are not in session. Tasks may include planning day-to-day field operations, identifying and marking planting sites, and assisting in scheduling, delivery of technical training for Crew Leaders, and assisting Crew Leaders and members in project work

[Workforce Foreman & Trainer Position Description]  
info@onondagaeearthcorps.org | 315-565-3797 | www.onondagaeearthcorps.org  
490 W Onondaga St. | Syracuse NY, 13202

troubleshooting, and other on-site tasks as needed. The position is multi-faceted and demanding, but with opportunities for rewarding achievements, and valuable professional and career growth.

Successful candidates will demonstrate high standards, attention to detail, compassion, excellent judgment, and the desire to devote themselves to youth and young adult development/mentorship and environmental conservation. The WFT position requires both supervisory and technical aptitude in urban forestry, natural areas management, landscaping, green infrastructure maintenance, riparian forest buffer restoration and/or similar fields. Candidates must also demonstrate a high level of comfort with diverse collaborators and youth, and the ability to work outdoors comfortably. This is a staff position therefore the candidate must demonstrate high level leadership skills and ability to resolve problems in an efficient but respectful manner.

## WORK AND RESPONSIBILITIES

- **Program Leadership and Partnership Management**  
Work with the Young Adult Program Coordinator, Project Manager and Green Industry Career Pathways Coordinator to lead the Advance Young Adult program to prepare young adult participants for successful careers in urban forestry, landscaping and land management.
- **Classroom Instruction and Learning Management**  
Lead the instruction and practical training for structural pruning, data tracking, chainsaw use, small equipment operating, species ID, GIS, special tool maintenance, and other advanced content
- **Field based training and project logistics management**  
The WFT will work with other staff and partners to identify and plan for special project work that incorporates knowledge and skills taught through the curriculum and provides field based experience in order to master the knowledge and skills and benefit the community.
- **Participant Recruitment**  
Meet with past and current youth and young adult participants to consider an advanced training pathway with OEC. Help shape the outreach and marketing materials, and refine the interview and selection process.
- **Participant Placement**  
The WFT will work with Green Industry Career Pathways Coordinator, employers, and community partners to ensure that all participants successfully complete the program and continue on to employment, additional training, college, or some other form of advancement.
- **Participant Support**  
The WFT is the secondary connection between participants and support services. The WFT will coordinate with the Personal Development Team Leader (PDTL) on relevant partner presentations on legal services, financial coaching, mentoring, housing, and other topics. The WFT will also identify participants struggling with any issues and connect them with the PDTL for referrals and appropriate support services as needed.
- **Reporting**  
The WFT will assist with maintaining data collection (daily attendance, training, and work logs) and infrastructure for the program including database, forms, and written materials.
- Approximate 30/70 office to field work/training ratio dependant on time of year and project needs

- Perform heavy manual labor for extended periods of time and under adverse weather conditions alongside crew during field work and training
- Demonstrate commitment to safety and ensure safety precautions and requirements are employed in the field
- Transport crew and tools safely in OEC's passenger van and/or pickup trucks with or without trailers
- Provide mentorship to staff and program participants
- Represent OEC in meetings, conferences and community events
- Attendsome evening and weekend community events and programmatic considerations

## QUALIFICATIONS (REQUIRED)

- Education: Minimum High School diploma or GED
- Experience delivering training on topics such as but not limited to tree planting, pruning, power tool use, work safety, project logistics, and plant identification, etc.
- Supervision experience focused on field-based project outcomes and professional development
- 3-5 years of field experience in at least one of the following fields: urban forestry, green infrastructure, conservation, construction, or landscaping
- Demonstrated ability to operate, troubleshoot, maintain, and repair small engine equipment and tools in a safe and competent manner
- Plant identification skills
- Able to work long days in adverse conditions
- Good driving record and current driver's license
- Ability to safely drive pickup truck with 12-16' trailer and 12 passenger van
- Computer literacy including typing, email, Microsoft Office Suite, Google Suite.
- Sense of humor, spirit of adventure, and desire to make a positive difference

## QUALIFICATIONS (PREFERRED)

- ISA Arborist Certifications, NYS CNLP or similar favorable
- Previous Conservation or Youth Corps experience preferred
- Vegetation monitoring and management skills preferred
- Relevant college coursework or degree preferred
- Current First Aid or higher and CPR certification preferred
- GIS, Adobe Suite knowledge
- OSHA Certification (OSHA 10 required, OSHA 30 preferred) [training may be available post hire]

## PHYSICAL REQUIREMENTS

- Able to perform heavy manual labor for extended periods of time and under adverse weather conditions alongside crew
- Able to lift 50 pounds
- Able to stand, bend, and climb ladders

## APPLICATION PROCESS

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Please submit (1) a resume, (2) a cover letter, and (3) a completed Program/Employment Application found online at [www.onondagaeearthcorps.org/jobs](http://www.onondagaeearthcorps.org/jobs)

Guidance and materials can be found on our website at [www.onondagaeearthcorps.org/jobs](http://www.onondagaeearthcorps.org/jobs)

Send or drop off application materials to:  
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