

# Onondaga Earth Corps, Inc.



## POSITION

Foreman

## 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 “earn and learn” 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

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

Deadline: Until position is filled

Start Date: TBD

Interview Date: Ongoing

Compensation: Salary Range: 40-55K

## POSITION OVERVIEW

The Foreman assists management with program implementation, logistical support and planning for field programs, which includes community based tree planting, green infrastructure maintenance, natural areas management, and other special projects. The Foreman will be assigned to facilitate project work by coordinating with a small team of staff (Project Manager, Personal Development Team Leader, Program Coordinator, and Crew Leaders) to assist and oversee the fieldwork of Crew Leaders and crew members (ages 15-25). The Foreman will be responsible for: supervising field activities, managing OEC fleet and equipment, project implementation (ex. planning the 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 troubleshooting, and other on-site tasks as needed. The Foreman will also support Crew Leaders to carry out community outreach in the field. 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 Foreman 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.

[Foreman Position Description]

info@onondagaeearthcorps.org | 315-565-3797 | www.onondagaeearthcorps.org

490 W Onondaga St. | Syracuse NY, 13202

## WORK AND RESPONSIBILITIES

- Work with OEC staff, project partners, community partners, and project hosts to plan and implement programs that train corps members in conservation, job readiness, leadership and civic engagement skills.
- Approximate 30/70 office to field work ratio dependant on time of year and project needs
- Work with Program Coordinators and Project Manager to improve and implement field based curriculum, employment, activities and workflows for program staff and Crew members
- Support recruiting and outreach efforts as assigned
- Aid in planning and implementing pre-program and program training suitable to completing OEC contracts, grants and other obligations
- Support Crew Leaders and management in tracking measurable educational outcomes and work outputs
- Oversee and support day-to-day details of conservation crew work in collaboration with other team staff
- Perform heavy manual labor for extended periods of time and under adverse weather conditions alongside crew
- Monitor, manage, and promote the Crew Leaders' physical and emotional safety on and off the work site
- Compile summaries and reports from work logs and training logs that demonstrate programmatic successes and areas for improvement
- Demonstrate commitment to safety and ensure safety precautions and requirements are employed in the field.
- Manage and monitor data relevant to the program (such as tree locations, maintenance touches, maps, etc.)
- Assist in vegetation management and monitoring, data collection and processing
- Implement field checks and coordination between Project Manager and Crew Leaders in regards to job work orders and project tasks.
- Complete professional documentation of daily work logs, corps member evaluations, incident reports, project photographs, etc. Support Crew Leaders with quality control for worklog data collection.
- 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
- Position requires occasional evening and weekend work due to community events and programmatic considerations, with proper notice in advance

## QUALIFICATIONS (REQUIRED)

- 3-5 years of direct field work experience
- Experience providing supervision focused on field-based project outcomes and professional development
- Experience delivering training on topics such as but not limited to tool use, work safety, project logistics, and plant identification
- 3-5 years of experience in at least one of the following fields: urban forestry, green infrastructure, conservation, construction, or landscaping.
- Demonstrate the ability to operate, troubleshoot, maintain, and repair small engine equipment and tools in a safe and competent manner

- Plant identification skills for the greater northeast region of USA
- Physically fit and able to work long days in adverse conditions
- Good driving record (insurable) and current driver's license
- Ability to safely drive pickup truck with 12-16' trailer and 12 passenger van
- Computer literacy is a must. Typing, email literate. Microsoft Office Suite. Google Suite. GIS, Adobe Suite experience preferable but not required
- Sense of humor, spirit of adventure, and desire to make a positive difference

## QUALIFICATIONS (PREFERRED)

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

## APPLICATION PROCESS

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:  
Onondaga Earth Corps, Inc.  
490 W Onondaga St.  
Syracuse, NY 13202



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