

Kupu Citizen Forester Team Supervisor Position Description

ABOUT THE SUSTAINABILITY INITIATIVES PROGRAM:

Sustainability Initiatives is one of the (4) core programs of Kupu, a 501c3 non-profit that aims to empower young adults to serve their communities through character building, service learning, and environmental stewardship. Sustainability Initiatives is a professional development program of Kupu and is focused on building the skillset of higher education students and recent graduates through paid, mentored work experiences in the sustainability sector. These positions are held in collaboration with private, government, and non-profit organizations throughout Hawaii and are dually focused on moving sustainability forward while building an empowered and capable green workforce in Hawaii. Find out more at www.kupuhawaii.org/sustainability/.

PROJECT INFORMATION:

In partnership with the Kaulunani Urban and Community Forestry's Citizen Forester program and the U.S. Forest Service, this 21st Century Conservation Corps project will span 6 months during which this team of 3 young adults will aim to inventory at least 2600 trees in their target areas. This small team of young adults will be trained to inventory trees in a selected Honolulu district using the USFS's iTree Tree Plotter system. Tree Plotter plots trees on a map overlay while pulling valuation data like monetary value, storm water, property value, energy conservation, air quality, and carbon from the connected i-Tree system. i-Tree is a USFS research product for ground application.

POSITION INFORMATION:

The Supervisor position is a part-time position that includes the following duties:

Implementing, coordinating, and evaluating program needs and outcomes as follows:

- Inventory Honolulu's urban trees using the Tree Plotter system in selected geographic areas
- Assist Kupu program coordinators and managers in planning and running program-related activities
- **Outreach**
 - Lead team to do outreach sessions with at least 10 public elementary, middle, and high schools in the selected geographic area
 - Demonstrate the inventory process and use the Tree Plotter system to demonstrate the benefits of trees in the urban core to community members.
- **Data and Administrative Tasks**
 - Record and manage Tree Plotter system data, team progress and work efforts, member timesheets, and other paperwork
 - Schedule school outreach events
 - Plan weekly inventory routes in selected geographic areas
 - Check in with Kupu Program Coordinator weekly

- **Member Management**

- Provide day-to-day onsite leadership to Crew Members to include:
 - Motivating, developing, disciplining, and looking out for the well-being of each member every day
 - Ensuring high quality and efficient execution of daily tasks
 - Maximizing the learning experience of team members in a safe environment while minimizing the impact of the team on natural resources
- Ensure proper use of equipment and manage personnel issues
- Expand knowledge of natural resource management, sustainability, and leadership and character development

Supervisors must be comfortable working outdoors, and be able to perform physically demanding work (see physical and behavioral requirements below*). The supervisor will act in the best interest of Kupu and the team members, and act in a fair, safe, effective, and legal manner. Supervisors will participate in program activities with their teams Monday through Friday, generally for three (3) eight-hour work days between the hours of 7am and 5pm.

*Kupu is committed to making reasonable accommodations upon request for those with disabilities. For details, please contact Kupu at 808-735-1221.

AVAILABILITY:

Project: October 2018 – April 2019

EMPLOYMENT CATEGORY: Part-time hourly, temporary (24 hours per week)

COMPENSATION: \$15.00 per hour minimum (varies by project)

BENEFITS:

- Medical Insurance (if needed)
- Opportunity to work outdoors
- Specialized workshops on leadership, safety and logistics, and program/fieldwork preparation, prior to the start of field work
- An in-depth learning experience and further awareness of environmental issues
- And most of all, the opportunity to protect Hawaii's natural resources and make a positive impact in your community

APPLICANT REQUIREMENTS:

1. **Age** - Applicants must be at least 21 years of age by October 1, 2018. If you are between 18-20 years of age, please see the Sustainability Initiatives iTree Crew Member application.
2. **Experience** - Applicants must have previous experience in one or more of the following fields: education, conservation/environmental fieldwork, being a supervisor/mentor.

3. **Driver's License** - Applicants must have a valid driver's license and have the ability to transport the team in a site-provided van and/or truck.
4. **Citizenship** - Applicants must be one of the following: a US Citizen, US National, or Lawful Permanent Resident Alien (due to grant stipulations).
5. **Background Check/Driving History/Drug Test** - Applicants who receive a conditional offer of employment are subject to a background check, review of driver history, and a drug test. Results must meet Kupu's terms for employment.
6. **Physical & Behavioral Requirements** - Due to the nature of this program, the physical and behavioral demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.
 - a. Able to work extended hours outdoors
 - b. Able to walk long distances carrying a 25 lb backpack
 - c. Able to lift 25+ lbs, and operate basic hand tools (measurement devices)
 - d. Able to meet team at designated meeting spot
 - e. Able to drive team to and from meeting spot to worksite when necessary.
 - f. Able to use a personal computing device (iPad, laptop)
 - g. Experience with Microsoft Office and web browsers
 - h. Able to work closely, interact according to Kupu's core values and expectations
 - i. Able to wear proper work uniform and PPE daily

DESIRABLE QUALIFICATIONS:

1. Experience as a teacher or a field crew leader/supervisor
2. An understanding of natural resource management issues and techniques
3. Knowledge of the Hawaiian culture, language, and/or protocols in relation to native land, flora and fauna
4. Experience in planning and coordinating logistics and managing data

HOW TO APPLY:

Complete an Online Application and Upload a Resume. Application can be found at <http://www.kupuhawaii.org/programs/#internship-openings>. Please read ALL instructions and answer questions to the best of your ability. On the application, you will be asked to upload a resume and contact two job references. Your references will be prompted to submit an online form. Application and all materials must be received by the deadline.

GUIDELINES FOR REFERENCES:

References should be written by professional sources such as coaches, bosses, teachers, groups you've volunteered with, church supervisors, or anyone who has known you for at least a three months. References should not be immediate family members or close friends.

NEED HELP?

Call (808) 735-1221 or e-mail us at sustainability@kupuhawaii.org should you have additional questions.