

CITY OF TEMPE

Temporary Employment Opportunity



Transportation and Sustainability Department | Sustainability Division | 200 E. 5th St. Tempe, AZ 85281 | www.tempe.gov/jobs

Community Tree Steward Program Champion

Transportation & Sustainability Department

- Opening Date:** January 15, 2025
- Closing Date:** March 16, 2025
- Hourly Wage:** \$25.00 per hour
- Work Schedule:** This is a part-time (30 hours per week) position. Flexible schedules are available to account for weekend/evening hours, applicant availability, and program needs.

This is a grant funded, part-time position eligible for medical benefits.

The City of Tempe's Growing Together initiative aims to address extreme heat through a tree stewardship program that pays Tempe residents to learn how to grow, plant, and care for trees within their own neighborhoods, working specifically within neighborhoods with low tree canopy coverage and a high level of heat vulnerability. The Community Tree Steward Program Champion will be responsible for recruiting and coordinating with participants of the tree stewardship program, talking to neighbors about the importance of increasing the number of trees and shade in the neighborhood, plan and coordinate neighborhood led tree plantings, and support residents in tree maintenance.

Experience & Training:

- High school diploma or GED.
- Knowledge or familiarity with the target neighborhoods in Northeast Tempe (University Heights, Alegre, Escalante, and Victory Acres/La Victoria), Southwest Tempe (Baseline/Hardy), and the Town of Guadalupe.
- Interest and/or experience organizing within neighborhoods (ex: helping to plan or host neighborhood events or meetings, talking to neighbors, discussing ways to improve your neighborhood).
- Experience with native or climate-adaptive tree and plant species and landscape best practices.
- Experience with building and maintaining relationships.
- Strong written and verbal communication skills.
- Understanding of the impacts of extreme heat on residents and business owners in underserved communities.
- Bilingual (Spanish/English) skills are a plus.
- Experience with project management and/or data collection at any level is a plus

Essential Job Functions:

- Support the implementation of a tree stewardship program that promotes urban cooling and resilience to extreme heat.
- Tree Steward Program Recruitment
 - Help coordinate and conduct community outreach and communication efforts, working with community

organizers (e.g. RailCDC) to build relationships with residents in the target neighborhoods in Northeast Tempe, Southwest Tempe, and the Town of Guadalupe.

- Identify neighborhood residents interested in participating in the tree stewardship program, learning about community greening initiatives, and participating in tree plantings events.
- Tree Steward Program Implementation
 - Support tree stewards during the program by sending reminders about upcoming meetings, helping with assignments, and talking with participants about their post-program goals.
 - Assist Community Greening Program Coordinator to organize Tree Steward classes and attend all classes.
- Tree Plantings and Maintenance
 - Support the planning, coordination, and logistics of community tree planting events.
 - Maintain network of graduated Tree Stewards by planning and/or communicating about continued engagement opportunities.
 - Connect tree stewards to workforce resources through the grant.
 - Monitor the health of new trees planted in the neighborhood. Have conversations with neighbors and tree stewards when trees are not doing well and make plans for tree care and maintenance.
 - Create monthly newsletter in Mailchimp to keep people connected to the work, introduce the Tree Steward cohorts each time.
 - Support communication with community members regarding trees and community greening
- Additional Support
 - Serve as a community liaison, connecting community members with neighborhood tree planting, training, and scholarship resources related to Growing Together initiatives.
 - Serve as a point of contact for tree & shade installation questions.
 - Track and monitor of program goals and deliverables.
 - Support Community Greening Program Coordinator and additional Sustainability & Resilience Division team members with additional community greening activities.
 - Assist with organizing community events & activities (ex: bioblitz, birding tour, tree tag scavenger hunt, etc.).

Working Environment:

- Some activities are performed in a regular, climate-controlled office setting subject to extended periods of sitting, standing, walking. Visual acuity and manual dexterity associated with daily use of desktop computers; bending, stooping, reaching and lifting up to 20 pounds.
- Some activities are performed in neighborhood settings, such as community centers, indoor meeting spaces, and outdoor vegetated areas (in parks, right-of-way areas, yards, etc.). When working in the field, all standards outlined in the Heat Safety Plan will be abided by.
- Some activities may require long periods of exposure to external elements indigenous to a desert environment, weather, potential exposure to venomous insects, insecticides, herbicides and fertilizers.
- Required to operate a variety of landscaping equipment, tools and machines requiring extended periods of walking over uneven and occasionally rocky surfaces, stooping, bending, reaching, lifting and pushing objects of varying weights.

Applicant Requirements:

Requires successful completion of selection process, completion of background investigation and verification of identity/work authorization.

Supplemental Questions:

1. Provide the number of years of experience with or knowledge of the target neighborhoods.
2. Describe your understanding of how extreme heat affects your neighborhood/community.

3. Describe your experience with (or interest in) community organizing (ex: helping to plan or host neighborhood events or meetings, talking to neighbors, discussing ways to improve your neighborhood).

How to Apply:

Interested applicants should send a letter of interest and an application to Kaci Fankhauser by email at Kaci_fankhauser@tempe.gov. Please type "Community Tree Steward Program Champion Application" in the email subject line.

Questions regarding this position should also be sent by email to Kaci_fankhauser@tempe.gov.

Or

SUBMIT APPLICATION TO:
City of Tempe
Sustainability & Resilience Division
Attn: Kaci Fankhauser
200 E. Fifth Street
Tempe, Arizona 85281

For questions, please contact:
Kaci Fankhauser, Community Greening Program Coordinator
Kaci_fankhauser@tempe.gov
480-350-8864

Equal Employment Opportunity:

The City of Tempe is an Equal Opportunity / Reasonable Accommodation employer. The city does not discriminate based on race, color, gender identity, sexual orientation, religion, national origin, familial status, age, disability, and United States military veteran status. Pursuant to the Americans with Disabilities Act, the city will make a reasonable accommodation(s) during the recruitment & selection process. Persons with a disability may request reasonable accommodation by contacting Human Resources at 480-350-8276. Requests should be made as early as possible to allow time to arrange the accommodation.



Temporary Employment Application

Last Name:		First Name:		MI:
Street Address:			City, State, Zip	
Phone Number:		E-Mail Address:		

Position(s) applying for _____

Do you possess a valid Driver's License (may be required for certain positions)? Yes No

Your age group is? 15-17 years 18-20 years 21 years+

Are you a U.S. Citizen or a non-U.S. Citizen authorized to work in the United States? Yes No

Have you ever worked for the City of Tempe? Yes No

If yes, from _____ (mm/yy) to _____ (mm/yy)

Are you related to any member of the Tempe City Council or any Tempe Commission/Board Member, or any City of Tempe employee? Yes No If yes, please indicate his/her name, position, and relationship to you:

To assist us with verifying previous work experience and /or education, please list other names you have gone by:

Are you a veteran? Yes No

NOTE: If you are claiming Civil Service Preference for Veterans under ARS 38-492, you must submit a copy of your DD214 (Member-2 or 4) at the time you are invited to a testing process.

Dates available: From _____ To _____

Please specify times you are available to work on the chart below.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

Have you obtained a high school diploma or a high school equivalent certification? Yes No

If no, please indicate your highest grade level completed _____

Education from an accredited College/University:

College:	Major:	Type of Degree:	Degree Completed:
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No

Trade and/or Technical Schools:

Trade/Technical School:	Subject Studied:	Type of Degree:	Degree Completed:
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No

Certification or Registration (CPR, First Aid, Adv. Lifesaving, Lifeguard Training, W.S.I etc.)

Type of Professional Registration, License, and/or Certification:	License Number (if applicable):	Date Received:	Expiration Date (if applicable):

Special training *that relates to this position*:

List computer software program(s) with which you are proficient in operating *that relate to this position*:

Language Proficiency (other than English):

Language:	Speak:	Read:	Write:
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

Begin with your present or most recent position. List all jobs, paid or volunteer, for at least the past ten years. Your qualifications will be evaluated **solely** on the application form and, if applicable, any supplemental questionnaire(s).

DO NOT WRITE "SEE RESUME" IN THE SPACES BELOW.

Place of Employment or Volunteer Experience:

Address:

Phone:

Job Title:

Employees Supervised:

Supervisor (Name/Title/Phone):

Employment Dates (mm/yy):

Hours Per Week:

Wage: \$ per

Work Performed:

Reason for Leaving:

Place of Employment or Volunteer Experience:

Address:

Phone:

Job Title:

Employees Supervised:

Supervisor (Name/Title/Phone):

Employment Dates (mm/yy):

Hours per Week:

Wage: \$ per

Work Performed:

Reason for Leaving:

Place of Employment or Volunteer Experience:

Address:

Phone:

Job Title:

Employees Supervised:

Supervisor (Name/Title/Phone):

Employment Dates (mm/yy):

Hours Per Week:

Wage: \$ per

Work Performed:

Reason for Leaving:

Place of Employment or Volunteer Experience: _____

Address: _____ Phone: _____

Job Title: _____ Employees Supervised: _____

Supervisor (Name/Title/Phone): _____

Employment Dates (mm/yy): _____

Hours Per Week: _____ Wage: \$ _____ per _____

Work Performed: _____

Reason for Leaving: _____

Have you ever been requested or forced to resign from a position for misconduct or unsatisfactory service?

Yes No *If Yes, please explain:*

PLEASE READ THIS STATEMENT AND CAREFULLY REVIEW YOUR ENTIRE APPLICATION MATERIAL BEFORE SIGNING BELOW.		
<p>I certify that all statements made on the application form and, if applicable, any supplemental questionnaire(s) are true and complete. I understand that any omission, misstatement, or falsification may be cause for rejection of this application, removal of my name from an eligibility list(s), and/or discharge from City Service. In addition, I authorize any individual, company, organization, or institution to release any and all information concerning statements made by me on this application, and I do hereby release all parties and individuals connected therewith from all liabilities for any damages whatsoever incurred in furnishing such information.</p>		
Print Applicant's Name	Applicant Signature	Date

<u>FOR ADMINISTRATIVE USE ONLY</u>	
Job Code: _____	Cost Center: _____
Title: _____	Hourly Wage: _____
Supervisor: _____	Weekly Hours: _____