

April 17, 2018

IES Tree Stewards Coordinator Job Description

The Institute for Environmental Solutions (IES) Tree Stewards Coordinator is responsible for coordinating the IES Tree Stewards program.

The Tree Stewards Coordinator works with the IES Tree Project team to organize care needed for new plants in the Wheat Ridge Greenbelt and along the Sheridan Quincy Trail (Irving Street and Quincy Avenue) until the new plants establish roots and can survive without supplemental water.

The current IES Tree Stewards program consists of 26 community volunteers, with 23 working in the Wheat Ridge Greenbelt and 3 working at the Sheridan Quincy Trail. The planting sites are divided between one or multiple stewards depending on their time availability and physical capability. The 10-12 Greenbelt sites are near the entrance located north of 41st Avenue on Kipling Street. The 3 Sheridan sites are located along the Quincy Trail and just north of the trail on school property at 4400 South Irving Street, Sheridan CO 80110.

The coordinator responds to Tree Steward inquiries, teaches stewardship techniques to new stewards, monitors Tree Stewards activities and current planting sites, compiles monthly watering reports, and communicates with local project partners as necessary. The Tree Stewards Coordinator reports to the IES Tree Project Manager. S/he attends IES Tree Project Team Meetings on occasion to discuss the project and update the Tree Project Team. The coordinator will likely work between 10 and 20 hours a week in the spring, summer, and fall months, and about 5 to 10 hours a week during winter months. The schedule is flexible, but there is an expectation that the Coordinator will step in to water and mulch sites as needed and to attend planting events planned by IES. No specific technical training, expertise, or experience is required!

We are looking for someone who loves to work outdoors, enjoys working with terrific volunteers, and cares about the environment. This position is currently an unpaid volunteer position. However, IES hopes to obtain grant funding to provide a modest hourly stipend. Expenses such as mileage are reimbursed, and pizza is often provided. To apply or for more information, please email a resume and cover letter to [solutions@i4es.org](mailto:solutions@i4es.org).