



Foreman

Position Release: February 2, 2022

Onondaga Earth Corps:

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 Overview:

The responsibilities of the Foreman is to assist management with program implementation and logistical support for field programs, which includes community based tree planting, green infrastructure maintenance and management, natural areas management, and other special programs. The Foreman will be assigned to facilitate project work by coordinating with a small team of staff (program specialist, personal development team leader, program coordinator) to assist and oversee the work of crew leaders and members (ages 15-25). The Foreman will be responsible for facilitating community outreach in the field, identifying planting sites, tree planting, watering and caring for trees, vegetation management, and maintenance of green infrastructure installations alongside crew leaders and crew members. Crewmembers are recruited as part of a larger team that works on multiple OEC projects (see Conservation Crew Member position for details). 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 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 a similar field. Candidates must also demonstrate a high level of comfort with diverse collaborators and youth, and the ability to work outdoors

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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 Duties and Responsibilities:

- Work with OEC staff, project partners, community partners, and project hosts to plan and implement programs that train corpsmembers in conservation, job readiness, leadership and civic engagement skills.
- Work with OEC Program Coordinators, Program Specialists, Office Management and the Executive Director to assist the development of programs, create strategic goals, and help grow the organization.
- Approximate 20/80 office to field work ratio dependant on time of year and project needs
- Assist the Program Coordinators and Program Specialists with field based curriculum preparation, activities and workflows for program staff and crewmembers
- Work with OEC team to recruit youth and young adults eligible for OEC programs
- Aid in planning pre-program and program training suitable to completing OEC contracts, grants and other obligations
- Track measurable educational outcomes and work outputs
- Participate in 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
- Teach and/or present project information to elementary through college students as well as community organizations and the general public
- Monitor, manage, and promote the crew's and one's own 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
- Manage and monitor data relevant to the program (such as tree locations, maintenance touches, maps, etc.)
- Complete professional documentation of daily work logs, corps member evaluations, incident reports, project photographs, etc.
- Transport crew and tools safely in OEC's passenger van and/or pickup trucks
- Provide mentorship to staff and program participants
- Promote individual corps member development and leadership skills
- Represent OEC in meetings, conferences and community events



Onondaga Earth Corps
100 New St Rm 239
Syracuse, NY 13202
315-565-3797

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- Position requires evening and weekend work due to community events and programmatic considerations

Qualifications:

- 1-3 years of field work experience preferably in a youth or conservation related organization
- Leadership experience, preferably with diverse young adults
- Previous Conservation or Youth Corps experience preferred
- Demonstrated ability in program development and implementation
- 1-3 years of urban forestry, green infrastructure, conservation, construction or landscaping experience preferred. NYS CNLP, ISA Arborist Certifications, or similar favorable
- 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
- Relevant college coursework or degree preferred
- Current First Aid or higher and CPR certification preferred
- OSHA Certification (OSHA 10 required, OSHA 30 preferred) [training may be available post hire]
- 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

Position Summary

Position Title	Foreman
Status	Full-time, Exempt [35-40 hours/week]
Deadline	Submit documentation ASAP
Start Date	ASAP
Interviews	Ongoing
Compensation	Salary commensurate with experience

To Apply

Please submit (1) **a resume**, (2) **a cover letter**, and (3) **a completed Program/Employment Application** (found online at www.onondagaeearthcorps.org or in our offices at SUNY EOC center, 100 New St, Syracuse) Via:

Email: info@onondagaeearthcorps.org
Or USPS mail, or drop off in person in submission box located at:
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