Position Description
Aftercare Program Assistant
Summer 2022

ReForest London (RFL) is a small but mighty non-profit organization with a vision to see our community thriving in a healthy urban forest. We work to enhance environmental and human health in the Forest City by inspiring, educating and empowering Londoners to plant and care for trees and to be part of a sustainability-focused future for our community.

Since our founding in 2005, we have grown to become London’s largest environmental not-for-profit organization. Powered by passionate staff and volunteers, ReForest London plants, cares for, and gives away thousands of trees each year. Along with the City of London, we are a founding partner of the community-wide Million Tree Challenge. RFL is also actively developing the new Westminster Ponds Centre (WPC), London’s first and only environment and sustainability centre. Led by ReForest London, the WPC will inspire and advance environmental change in our community.

Position Overview:
We are currently seeking two outdoor loving candidates to help us care for our past planting projects this summer, as well as assist planting program staff at our spring park naturalization and neighbourhood tree giveaway events.

This is a **16 week, full-time position (37.5 hours / week)** beginning May 2, at $16/hr, and will report to our Aftercare Program Coordinator, Maddy Sansom. Please note this position is contingent upon funding.

Key Responsibilities:
- Assist with planning and delivery of aftercare events including:
  - Event planning, including logistics, promotion, event setup, and data collection
  - Leading volunteers in weeding, mulching, pruning and general care for plants to help ensure the health of recently completed plantings
  - Assisting planting program staff at our spring park naturalization and neighbourhood tree giveaway events as needed

- Assist in performing survivability assessment of past plantings with tasks including:
  - Revisiting and assessing 5 and 10 year plantings and conducting at least 20 site assessments
  - Conducting tree health assessments on schoolyard trees, undertaking infill plantings, and more
  - Assisting with the development of a 3-year infill planting program for 2022-2024, including site plans and literature review
Volunteer management of event volunteers, including:

- Training participating volunteers in tree care and maintenance, as well as using the aftercare events as an opportunity to talk about larger-scale issues affecting our trees and forests (such as climate change and the introduction of invasive pests and diseases)
- Ensuring the health and safety of all volunteers participating at events, and that events conform with current COVID-19 guidelines
- Providing recommendations to help update our Aftercare Program training materials at the end of the season, so as to prepare next summer’s staff
- Contributing to an “end of season” presentation and debrief for ReForest London staff to report on outcomes and lessons learned

Various other tasks may include:

- Nursery stock management including organizing, watering, and general tree care
- Social media promotion and content curation
- Creating maps and inputting data in ArcGIS
- Data entry and analysis
- Supporting with fundraising, stewardship, and grant writing/reporting tasks
- Facilities and equipment maintenance
- Other tasks as needed

Eligibility:
Because this position would be funded through a federal employment program, in order to be eligible, candidates must be:

- A Canadian citizen, permanent resident of Canada, or have granted refugee status in Canada (no work permits or student visas),

and:

- Be between 15 to 30 years of age at the start of employment;

Candidates must also have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.

Qualifications:

- A secondary school diploma
- Be physically fit, as this position requires considerable walking and working in outdoor field conditions during hot or rainy weather, as well as some heavy lifting (e.g. trees in pots, generally 10-30 lbs but possibly up to 50 lbs)
Desired Skills, Knowledge, and Abilities:

- A true passion for the outdoors and trees!
- Pursuing or have obtained a degree or diploma in Environmental Sciences, Biology, Ecological Restoration, Geography, Natural Resources, Arboriculture, Landscape Architecture, Horticulture, or related field
- Familiarity with and ability to identify native Ontario trees and shrubs, as well as common invasive species
- Experience planting and caring for trees and shrubs, preferably in both in natural and landscaped settings
- Be an excellent teacher, able to train volunteers and field staff on key tasks and concepts
- Have exceptional interpersonal skills and be comfortable working with volunteers of all ages as well as community partners and landowners, teachers and school staff, and diverse groups and populations
- Ability to safely drive a truck + trailer an asset, but not required
- Comfortable managing and assisting with multiple projects simultaneously with changing priorities
- Working knowledge of ArcGIS and related mapping skills an asset
- Ontario Exterminator License is an asset
- Standard First Aid / CPR certification an asset

Skills and Experiences gained from this position:

- Identification of trees, shrubs, invasive species, and forest pests and diseases
- Knowledge of ecological processes as well as restoration project planning, implementation, and aftercare
- Volunteer management
- Experience in the administration and delivery of environmental programs
- Experience assisting with program evaluation and impact reporting
- Experience working with volunteers of all ages, as well as community partners and landowners, teachers and school staff, and diverse groups and populations

Perks:

- Flexible work schedule
- Positive team environment (largely fueled by chocolate, optimism, tree puns, and, outside of pandemics, lots of potlucks!)
- Working in the middle of a forest: Westminster Ponds is surrounded by beautiful trees and nature, and is a great place to take a walk during lunch to refocus

COVID Safety:
Please note that ReForest London has both a masking and vaccination policy in place at this time. As a condition of employment, and in order to ensure the health and safety of ReForest London employees and volunteers, a successful applicant will be expected and agrees to
confirm and provide proof of has a “full series of vaccinations” (2 doses & a booster) from COVID-19, per the ReForest London vaccination policy. This condition of employment is subject to any accommodation requirements as may be required by human rights legislation, including for religious needs, disability or any other protected ground under human rights legislation.

**Application Process:**
Please email your cover letter and résumé in a single combined PDF file to Maddy Sansom, Aftercare Program Coordinator, at resumes@reforestlondon.ca no later than 11:59 PM on **Sunday, April 10, 2022**. Please be sure to include the job title in your subject line. We value diversity and inclusion and encourage any qualified people (including Indigenous peoples, new immigrants and refugees, women, and LGBTQ2+ individuals) to apply. If you require accommodations during the recruitment process, please let us know.

Applications will be reviewed on an ongoing basis as they are received, so we encourage you to apply as soon as possible.

All email submissions will be acknowledged as received, but only those called for an interview will be contacted thereafter. No phone calls please.