



AmeriCorps Position Description



Member Position / Title: **Volunteer and Data Coordinator**

of Member Slots in this Position:

1

Member Immediate Supervisor: Susannah Burley Days/Hours of Service: 5 days/wk, 40 hours/wk

Member Immediate Supervisor Title: Executive Director

Partner Organization Name: Sustaining Our Urban Landscape (SOUL)

Website: www.soulnola.org

Organization/Agency Mission and/or goals: SOUL's mission is to drive a resilient and environmentally equitable New Orleans through reforesting our city.

Community Need:

New Orleans lost 100,000 trees during Hurricane Katrina, leading the United States Forest Service to declare New Orleans the most deforested city in the country. This matters. Trees are critical to our city's ability to absorb stormwater, mitigate subsidence (land sinking), decrease air, water, and soil pollution, lower air temperatures and energy bills, and improve community health. In order to have an urban canopy equivalent to Atlanta's thriving and dense urban forest, for example, we need to plant 1 million trees, strategically, as a system, and at a meaningful scale.

In New Orleans, as in many cities across the world, trees are barometers of health and wealth, with more affluent areas being home to larger tree canopies and their benefits.

SOUL's approach involves replanting the city strategically, as a system and at a meaningful scale. Its long-term community partners include Mid-City, Broadmoor, Freret-Climana, New Orleans East, Gentilly and Algiers, and it will continue planting these neighborhood annually until they are home to thriving health tree canopies.

Maintaining the trees that SOUL and the City of New Orleans has planted is crucial to sustaining such a thriving urban canopy. SOUL's voluntourism program harnesses volunteer capacity from groups visiting New Orleans to maintain trees and their landscapes.

According to the Data Center¹:

- Mid-City's population of 19,909 is comprised of: 55% African American; 27.3% White; .7% Asian; .1% Native American; 15.2% Hispanic; 1.6% Other. 28.8% of Mid-City residents live in poverty.
- Broadmoor's population of 5,381 people includes: 61.1% African American; 28.8% white; 1% Asian; 0.3% Native American; 6.7% Hispanic; 2% other. 24.9% of Broadmoor's residents live in poverty.
- The Data Center classifies SOUL's partner communities in Algiers Point and Old Algiers as the Algiers Point and McDonough neighborhoods. Algiers Point has a population of 2,381 residents who are comprised of the following populations: 25.1% African American; 67.4%

¹ <http://www.datacenterresearch.org>

White; .8% Asian; .5% Native American; 4.7% Hispanic; 1.5% Other. 17.3% of the population lives in poverty.

- 2,815 residents live in the McDonogh neighborhood, which defines itself as Old Algiers. This community is comprised of the following populations: 87.6% African American; 9.3% White; .6% Asian; .2% Native American; 1.3% Hispanic; 1% Other. 48.3% of this community lives in poverty.
- Of Freret/Climana's 1,644 residents, 61.3% are African American; 26.4% are White; .5% are Asian; .3% are Native American; 8.8% are Hispanic; 2.6% are Other. 24.4% of the Freret/Climana community live in poverty.

Member Position Summary: **Volunteer and Data Coordinator:** This position will recruit and manage volunteers; train volunteers; track and manage volunteer hours; supervise and communicate with volunteers in a timely fashion before, during and after events. During the cold season this coordination will primarily be of volunteers at tree planting events. During the warm "off" season, coordination will be with out of town groups doing maintenance work.

The AmeriCorps Member will also map every tree planted during his/her term using iTree technology and Google Maps. He/She will also help interpret and manipulate the data to assess our trees' impact.

Duties: *Planting Events (November-March)*

- Assist with unloading trees upon delivery and organizing for event (field)
- Coordinate volunteers to help unload trees upon delivery (office and field)
- Recruit volunteers, and communicate with them before volunteer tree planting events through email, social media and in-person (office)
- Develop policies and waivers for volunteer planting events (office)
- Track volunteer hours after each event (office) and follow-up with and thank volunteers (office)
- Help secure food and drink donations for volunteers during events (office and field)
- Create planting document and agreement for schools (office)
- Maintain small number of trees that have been planted: weekly watering, monthly mulching (field- moderate lifting)
- Coordinate with visiting volunteer groups, volunteer hosts groups, and others to book volunteer groups

Data Collection (November-March)

- Map trees planted this season using MyTree and GoogleMaps and tag trees using SOUL's numbered tree tags. Assess data to depict the trees' impact and inform future planting locations and species.

Off Season (April-October)

Voluntourism Program- (March-October is the high season)

- Partner with City Park and other partners to coordinate weekday maintenance events (office and field)
- Develop a package that can used to promote SOUL to the Convention Center, Visitors Bureau and individual groups (office)

- Schedule meetings with the Convention Center, Visitors Bureau and individual groups to promote SOUL's voluntourism program (office)
- Track volunteer impact and hours (office)
- Host voluntourist groups (office and field)

Data Collection (April-October)

- Map trees planted this season using MyTree and Google Maps and tag trees using SOUL's numbered tree tags. Assess data to depict the trees' impact and inform future planting locations and species.

Member Impact

The AmeriCorps Member directly addresses New Orleans' deforestation by recruiting and coordinating volunteers, who install all of SOUL's trees at planting events. Thus, the AmeriCorps Member is impacting stormwater runoff and flooding, subsidence, air, water, and soil pollution, air temperatures and energy bills through his/her volunteer oversight.

As SOUL measures and demonstrates the value and impact of its trees through mapping and data collection, the AmeriCorps Member is impacting public perception of trees and their value. Improving the the public's perception of the urban is crucial the organization's ability to scale up its plantings and impact.

Essential Functions of Position

- Recruit and coordinate 1,500+ volunteers from the local community for tree planting events;
- Map and tag 1,000+ trees that are planted during the season
- Conduct outreach to 30+ volunteer providers (universities, faith based organizations, volunteer brokers, visitors bureaus) to recruit voluntourism groups
- Recruit four voluntourism groups/month during "off season"
- Execute 12 volunteer events at City Park Constructed Wetland

Required Knowledge, Skills and Abilities

Member must be able to lift 50 lbs and be comfortable in urban and natural environments, such as woodlands and farmland. He/she must have an educational background in either horticulture, planning, forestry, landscape architecture, or a related field, or at least have personal experience with one or more of these fields. Member should be comfortable with physical work and office work as the position involves both settings.

Member is encouraged to have an eye and appreciation for strong graphic design, with experience being a plus.

Other requirements:

Excellent writing skills. Excellent organizational skills. Must have a car and valid driver's license; mileage will be reimbursed according to the federal rate. Ability to interact with colleagues and the public politely and professionally. SOUL works with many different communities and member must be able to maturely adapt to different communities, ages and backgrounds.

Required Academic and Experience Qualifications

Applicant should have completed college with a degree in horticulture, planning, forestry, landscape architecture, or a related field.