

City of Bellevue Neighborhood Tree Ambassador Program Volunteer Guide 2020

Position Overview

Neighborhood Tree Ambassadors will lead tree- and environment-related events in their own neighborhood with guidance from the Bellevue's AmeriCorps urban forestry specialist. During the pilot program, these events will be neighborhood tree tours. In future years, they could also include citizen science activities, presentations at neighborhood meetings, volunteering at environmental events, tree plantings, art activities, or any other event that the ambassador is passionate about.

Purpose

The Neighborhood Tree Ambassador program aims to build community-level support for tree preservation by activating residents as educators in their area. Ambassadors' goal is to share their passion for trees with others, educate their neighbors, and increase overall engagement with local environmental issues to help residents further embrace Bellevue as a "City in a Park".

Qualifications

Ambassadors do not need to have a background in environmental science or education, just an interest in trees, the environment and community involvement. Ambassadors must:

- Live, work, or attend school in Bellevue
- Be at least 14 years old
- Attend two training workshops
- Commit to creating at least one tour and leading it at least three times

Benefits

By volunteering as a neighborhood tree ambassador, ambassadors will:

- Share their knowledge and passion about trees
- Collect volunteer service hours
- Develop tree identification skills
- Develop public speaking and education skills
- Create connections with neighbors and with other ambassadors
- Gain a deeper understanding of City of Bellevue tree programs and policies
- Be recognized in City of Bellevue newsletters and social media



Training and Support

Throughout the process of developing a tour, ambassadors will work closely with the city's AmeriCorps member, who will:

- Help the ambassador choose an appropriate route
- Help the ambassador identify the species of each focus tree
- Advertise the tour through city channels (social media, city website, newsletters)
- Create and maintain an Eventbrite page for attendees to RSVP
- Serve as the main contact for members of the public who have questions
- Provide any other support as needed

Ambassadors will attend two two-hour training workshops before starting to develop a tour. These workshops will help ambassadors make connections with each other and gain enough background information to begin developing tours.

Training Workshop Agendas:

Training Workshop 1 (Saturday, March 21)

- Form teams of 3-5 ambassadors
- Learn about the general benefits of trees and Bellevue's tree programs and goals
- Learn and practice identifying common tree species

Training Workshop 2 (Wednesday, April 1)

- Learn about environmental education techniques
- Attend an example tree tour
- Begin planning a tour route

Training Workshops

The required training workshops are on:

Saturday, March 21st, 10:30 a.m. – 12:30 p.m. at the Bellevue Library.

Wednesday, April 1st, 5:30 p.m. – 7:30 p.m. at Bellevue City Hall.

Ambassadors must attend both trainings. If you are interested in the program but cannot attend one of the trainings, contact Pauline Mogilevsky at pmogilevsky@bellevuewa.gov for an alternative.

Key Responsibilities

Ambassadors will be responsible for creating and leading neighborhood tree tours with assistance from the City's AmeriCorps member.

To develop a tree tour, ambassadors will:

- Choose a location and route for the tour that is up to one hour long and approximately half a mile
- Choose the trees (and any other interesting landmarks or features) to focus on
- Check in with the AmeriCorps member to identify the species of each focus tree



- Create a theme for the tour (e.g. the change in trees over time, exploring trees with all five senses)
- Create an outline for the tour
- Check in with the AmeriCorps member to review and approve the tour outline
- Help advertise the tour to neighbors via word of mouth, social media, outreach to neighborhood groups, etc.
- Lead the finalized tour

Time Frame and Time Commitment

Tree ambassadors will commit to volunteer over the course of one year. Ambassadors can continue with the program for multiple years if they wish.

At a minimum, ambassadors will **create at least one tree tour and lead it at least three times**. Ambassadors will attend approximately seven trainings and check-in meetings over the course of the year: two training workshops, three small group check-ins, one large group check in, and one end-of-year celebration. In total, the meetings, trainings, preparation, and tours will take approximately 40-50 hours.

The following table shows the meeting and activity schedule. The activity schedule is approximate; ambassadors can take as much time as they need to create their tour. The timing for each team check-in meeting will vary based on each ambassadors' availability.

Month	Meeting	Activity
March	Training Workshops – Sat 3/21 and Wed 4/1	Training
April	Team check-in	Creating tours
May	Team check-in	
June	Team check-in	
July		Leading tours
August		
September	Whole group check-in	
October		
November		
December	Celebration	

Questions

To find more information and to apply to become a neighborhood tree ambassador, please visit BellevueWA.gov/trees.

Please contact City of Bellevue AmeriCorps Urban Forestry Specialist Pauline Mogilevsky at 425-452-7654 or pmogilevsky@bellevuewa.gov with questions.

