



Marcina Estelle Garner <mmarcie@umd.edu>

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## Fwd: Seeking Asst Program Manager

1 message

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**Dennis R. Nola** <dnola@umd.edu>

Fri, Sep 17, 2021 at 4:25 PM

To: larcgrads@umd.edu, larcundergrad@umd.edu

All,

Here is a great opportunity to work with our CKAR not for profit due to some grants we just received. Please read the announcement and apply if you are interested. The position pays up to \$25 per hour.

----- Forwarded message -----

From: **CKAR CDC** <jmitchell@ckarcdc.org>

Date: Thu, Sep 16, 2021 at 2:44 PM

Subject: Seeking Asst Program Manager

To: <dnola@umd.edu>

**Central Kenilworth Avenue Revitalization  
Community Development Corporation**

6801 Kenilworth Avenue, Suite 203

Riverdale Park, Maryland 20737

240-608-2527

[www.ckarcdc.org](http://www.ckarcdc.org)



*Greater Riverdale*  
Career Empowerment Center

**CENTRAL KENILWORTH AVENUE REVITALIZATION CDC  
invites applications for the position of:**

**ENV - Assistant Program Manager**

**ORGANIZATION:**

CKAR is a 501c3 Maryland charitable non-profit organization organized to promote the welfare and revitalization of the residential communities within Riverdale and Riverdale Park, Maryland and the greater 20737 postal district and such other geographic areas as may be determined by the Corporation's Board of Directors.

CKAR programs and services include projects/programs in environmental sustainability (such as The Edmonston Road Rain Garden and the Chesapeake Bay Trust/Prince George's County Department of the Environment Tree Cover project), and community revitalization.

Under the management of the Executive Director, the Assistant Program Manager will oversee the tree/shrubs planting as part of the Beautification of Riverdale Park neighborhoods and its surrounding areas.

**JOB SUMMARY:**

The primary function of the Assistant Program Manager is to work with the Neighborhood Design Center to ensure the beautification of the landscape in the Riverdale Park neighborhoods and surrounding areas.

**ESSENTIAL JOB FUNCTIONS:**

- The ideal candidate will train with the arborist at the Neighborhood Design Center (NDC) to gain an understanding of the program's processes.
- Inspects all trees planted in the 2020-2021 program for the mortality and adequate maintenance. Marks the trees that need to be replaced as determined by NDC's arborist. Discuss tree care with residents, as necessary.
- Collaborates with the NDC to determine right tree right place.
- Performs site inspections prior to tree planting and visits the Nursery.
- Receives and greets all customers, residents, and guests in a courteous and respectable manner.
- Receives and records all telephone requests accordingly, and schedules an initial site visit homeowner.
- Provides the homeowner information about our tree program offers and requirements, and provides feedback as needed.
- Assists NDC arborist with tree planting demonstrations.
- Completes in-take of clients' contact information, including their preferred tree species and planting location with cardinal direction noted and at least two landmarks for reference.
- Download complete client tablet information and transfers data to the main system for tracking.
- Organizes applications in a consistent format for review by the NDC arborist.
- Photographs of the trees when planting, adding mulch, and watering is complete. With the client's permission, they may be included in the photograph.
- Store all photographs in an electronic filing system at CKAR CDC.
- Marks utility locations on residential properties in coordination with Miss Utility before finalizing tree location with NDC arborist.
- Works with Executive Director, the planting contractor and the NDC arborist with fieldwork and reporting.
- Generates an interim and a final report working with CKAR and NDC.
- Works closely with CKAR's communication staff to develop outreach strategies, including social media.
- The candidate must possess a valid driver's license and have access to a vehicle for site visits within the Greater Riverdale communities.
- This is a part-time contractual position, and the candidate is expected to work 10 hours per week including weekends.

- The duration of this program is anticipated to be 12-18 months depending on the depth of the pandemic (COVID-19) and extreme weather conditions.

**KNOWLEDGE, SKILLS & ABILITIES:**

- Excellent verbal and written communication skills.
- Excellent interpersonal and customer service skills.
- Excellent organizational and time management skills with a proven ability to meet deadlines and attention to detail.
- Strong analytical and problem-solving skills.
- Strong supervisory and leadership skills.
- Ability to develop and maintain relationships with vendors.
- Proficient with Microsoft Office Suite or related software.

**EDUCATION, TRAINING & EXPERIENCE:**

- Bi-lingual college students are encouraged to apply
- Associates degree required; Bachelor degree preferred.
- At least two years of horticultural and/or landscaping technique related experience required.

**PHYSICAL REQUIREMENTS:**

- Must be able to lift up to 50 pounds at times.
- Ability to set up and participate in activities, which may include squatting, bending, and lifting.

**PHYSICAL REQUIREMENTS:**

- Prolonged periods sitting at a desk and working on a computer.
- Must be able to lift up to 15 pounds at times.
- Ability to set up and participate in activities, which may include squatting, bending, and lifting.

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Appointments are typically made on qualifications.

Applicants may make reasonable accommodation requests for this job by calling the **Human Resources Department** at (240)608-2527 or via email at [humanresources@ckarcdc.org](mailto:humanresources@ckarcdc.org)

EMAIL APPLICATIONS TO:  
[humanresources@ckarcdc.org](mailto:humanresources@ckarcdc.org)

6801 Kenilworth Avenue, Suite 203  
Riverdale Park, MD 20737  
(240)608-2527

**At CKAR:  
We care  
We listen  
We love what we do  
We achieve through strategic collaborations  
We are dedicated to transforming communities**

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Sent by [jmitchell@ckarcdc.org](mailto:jmitchell@ckarcdc.org)

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