



# Rising Sun Center for Opportunity

## Job Opening: Youth Development Specialist (YDS)

### About Us

Rising Sun Center for Opportunity is a premier workforce development and community resilience non-profit serving the Bay Area and San Joaquin County. We offer two programs, Climate Careers and Opportunity Build, that give youth and adults the training and experience they need to access sustainable career pathways and maximize their potential.

For more information about Rising Sun, please visit [www.risingsunopp.org](http://www.risingsunopp.org)

### The Climate Careers Program

Climate Careers offers a no-cost service to local homes. This service, called a Green House Call, consists of an energy and water audit and installations of energy- and water-saving devices. Climate Careers employs youth Energy Specialists, ages 15-22 from low-income households, to perform these audits and installations. Our innovative mission combines residential energy efficiency services with youth employment, development, and pathways to success.

### The Youth Development Specialist (YDS) Position

The Youth Development Specialist (YDS) is responsible for supporting a cohort of 20-22 youth, ages 15-24, in two Climate Careers Bay Area regions. The main goal of the YDS is to help youth identify and overcome barriers to employment for the purpose of full program retention and participation. Additionally, the YDS will be responsible for the programmatic enrichment of participants through various forms of professional skills development, career planning, and externship placement.

### Program Details

- **Youth Development Specialist pay:** \$23.50/hour, up to 40 hours/week, temporary, non-exempt
- **Monthly internet and phone reimbursements\*:** Phone-\$30 dollars, Internet- \$20 dollars
- **Vehicle use reimbursement** when traveling from site office to client's homes or any other Rising Sun event's location. Rising Sun reimburses mileage at the 2023 federal mileage rate determined by the IRS.
- **Locations:** The YDS will be traveling constantly to two offices during the Summer. We are looking to place a YDS in each of the following regions:
  - **North Central Region:** Traveling to our Santa Rosa and Richmond offices
  - **South West Region:** Traveling to our Oakland and San Jose offices

*\*Monthly phone reimbursements apply throughout your time with Rising Sun. Monthly internet reimbursements only apply starting August.*



\*Mileage reimbursements will only be offered for driving done solely for work-related purposes. For example, driving between assigned summer site offices. Note that in the Summer, commuting between your home and your assigned site offices **does not** qualify for reimbursement. Toll fees incurred as part of work travel are reimbursed.

## Position Timeline

**This position is from June 2, 2023 to October 27, 2023. Below outlines the job responsibilities within the months of the position. There are different responsibilities, but we ask that all Youth Development Specialists commit to the entire duration of the program.**

### Primary Responsibilities for Summer Employment: (June-August 2023)

- Hold regular 1-1 meetings with each youth participant, with a focus on empowering them to overcome employment barriers and maintain program participation
- Mobilize community, school, and family referrals to help youth access services and resources in their community
- Develop trusting relationships and be a mentor to the youth program participants
- Deliver weekly professional development workshops and monitor professional portfolio completion for each participant
- Provide job search support and tailor individual career goals
- Support the development of facilitation and presentation skills for youth in the LIFT program
- Maintain administrative reports and communicate youth progress to supervisors
- Support the regional team with late stages of pre-program youth hiring (paperwork completion, document verification, information relay, etc.)
- Jointly responsible with the site management teams for the administration and completion of all youth program surveys
- Support Regional Manager and Alumni Services Manager in the externship application process, communication with hosts, extern's barrier removal, and relevant tasks as needed.

### Program Dates & Schedule (Green House Call Program): June-August 2023, up to 40 hours a week

Paid Training	Paid Training (Youth)	Manager Meetings	Professional Development Workshops & Case Management
June 2-9	June 12-16	Weekly on Mondays	June 20- July 28

### Primary Responsibilities for Post Summer Employment, Externship Supervision: (August-November 2022)

- Support placement of youth to externship partners by working with Regional Manager
- Communicate with industry partners to introduce role of YDS and support that will be given
- Co-facilitate onboarding presentation for externs during the first week of externship participation
- Co-design and deliver professional development workshops, eco-literacy workshops and monitor professional portfolio completion for each youth
- Conduct 1-1 meetings with youth throughout the program to support development of goals
- Gather feedback from all participants including industry partners on externship program
- Ensure completion of all pre-/mid-/post-externship surveys



**Program Dates & Schedule (Externship Placement): August- October 2023, up to 40 hours a week**

Externship Applications, Interviews and Placement	Transition Programs	Externship Program Supervision
July 1 - Aug 1, 2023	August 2- August 15, 2023	August 15 - October 27

## A successful Youth Development Specialist...

- Has knowledge of youth development principles and at least two years of experience working with young people in a youth development setting
- Has a strong understanding of local resources available to youth and is able to research and develop new partnerships to this end
- Is highly skilled at classroom management and engaging lesson plan facilitation
- Has experience facilitating life skills and professional development workshops to a group of young people
- Has the ability to motivate youth and manage behavioral issues in a positive manner

## Requirements

- Adhere to all Rising Sun policies, including the Mandatory COVID-19 Vaccine Policy for Employees (this means vaccinated, able to prove vaccination status, and up to date with a booster when applicable)
- Provide proof of up to date COVID-19 vaccination by the start date
- Adhere to public health safety regulations, including (but not limited to) wearing a mask and gloves, submitting to temperature checks, and maintaining six feet distance from other staff
- Have a car, valid driver's license, and motor vehicle insurance
- Be able to pass a motor vehicle record check with a safe driving record
- Be able to pass a criminal background check
- Be able to travel 40% - 60% of the time (locally, and to Bay Area training locations)
- Stable phone access to make phone calls
- Have a strong interest in working with youth, and the ability to understand and appreciate the challenges faced by low income youth
- An effective communicator with strong presentation skills or a desire to develop these skills
- Be able to complete the virtual Mandated Reporter Training within the first week of training

It's not just another job—it's a chance to participate in a program where you can make a difference in your community and for the environment, while gaining valuable skills and work experience!

## READY to Apply?

Please email your resume, cover letter, and three professional references to [CCjobs@risingsunopp.org](mailto:CCjobs@risingsunopp.org), and include "Youth Development Specialist" in the subject line. We are accepting resumes and hiring on a rolling basis, so we highly encourage you to get your application in as soon as possible.

**Rising Sun is an Equal Opportunity Employer**

*Rising Sun is committed to diversity and considers all applicants for all positions without regard to color, ethnic background, religion, sex, gender, sexual orientation, national origin, age, and disability status. EOE/AA/Women and Minorities are encouraged to apply.*