



Rising Sun Center for Opportunity

Job Opening: Summer Program Manager (SPM)

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

The Climate Careers Program

Our Climate Careers program offers a **no-cost** service, the Green House Call, to local households. Green House Calls consist of an energy and water audit and installations of energy- and water-saving devices. Climate Careers employs youth Energy Specialists, ages 15-24 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.

Job Summary

The Summer Program Manager (SPM) position implements the Climate Careers program in a specific county, or set of counties, throughout the greater Bay Area or Stockton while also supporting the overall goals of the Climate Careers program. The SPM will work alongside a co-manager to implement and oversee the Green House Call goals, processes, deliverables. The SPM will supervise a set of youth participants and is jointly responsible for site office administration, youth management, client identification and scheduling, and oversight of service delivery to residential clients.

This position calls for someone who thrives in a fast-paced environment and who can balance multiple priorities. A successful candidate will equally enjoy administrative tasks, community engagement, and direct supervision and development of youth. The SPM reports directly to the Regional Manager and collaborates with the Outreach and Marketing Manager.

Program Details (Pay, Office Locations & Schedule)

- **Site Program Manager pay:** \$25.00/hour, 40 hours/week
- **Monthly phone reimbursement*:** Phone-\$30 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 2024 federal mileage rate.
- **Approximate site office locations:** Oakland, Vallejo, San Rafael, Daly City



*Mileage reimbursements will only be offered for driving done solely for work-related purposes. Note that commuting between your home and your assigned site office **does not** qualify for reimbursement. Toll fees incurred as part of work travel are reimbursed.

Job Responsibilities

- Share/delegate all site office responsibilities and collaborate with co-manager to ensure smooth operation of site office
- Directly train, supervise, and mentor 11 youth program participants (LIFT, ESD, ES)
- Provide continuous evaluation, training and feedback to program participants to ensure skill development and the highest possible quality of service
- Train LIFT to become a peer leader by providing feedback, mentorship, supervision, and delegating site tasks that align with their skill level
- Collaborate with the Outreach team to engage with clients and sign them up for the Green House Call service
- Coordinate site logistics, including, but not limited to: meticulous preparation and monitoring of all supplies, tools, and materials.
- Ensure full schedule of Green House Call appointments, handle all customer service-related tasks including conducting confirmation calls, rescheduling (if necessary), ensuring quality service, and gathering customer testimonials
- Ensure the successful delivery of all site deliverables and goals
- Collaborate with a Youth Development Specialist to address issues/barriers that a youth participant may be experiencing to ensure active and consistent programmatic participation and to further enhance the youth experience
- Other duties as assigned

Program Dates & Schedule (Green House Call Program): May 29th -August 2nd 2024, 40 hours a week

Manager Paid Training	Youth Paid Training	Manager Meetings	In-Person Green House Calls	Manager Last Day
May 29-June 7th 9:30am-5pm	June 10-14 9:30am-5pm	Weekly on Mondays	June 17-July 26, 2024	August 2, 2024

As a Summer Program Manager, you MUST:

- Adhere to all Rising Sun policies, including the Mandatory COVID-19 Vaccine Policy for Employees
- Provide proof of COVID-19 primary series vaccinations by the start date of your employment, please refer to the [CDC website](#) if you are unsure of your status
 - Rising Sun will consider accommodations for disability, medical and/or religious reasons only. For more information on COVID-19 vaccinations, visit the [CDC website](#).
- Adhere to public health safety regulations and/or best practices, including (but not limited to) wearing a mask in client homes
- 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 lift 25 pounds and walk up to half a mile at a time



- Have stable phone access to make phone calls
- Able to travel to and from site office location for summer Green House call programs and training (see site office locations above)
- Able to work 8 hours during the day and 40 hours a week
- Be able to complete the virtual Mandated Reporter and Sexual Harassment training within the first week of work

As a Summer Program Manager, you are:

- An effective verbal and written communicator with strong customer service skills
- Comfortable engaging with the public and adapting a message for diverse audiences
- Passionate about youth development and/or education, with the compassion and empathy to work with youth from various backgrounds
- Comfortable training and teaching others
- Able to foster a fun, energetic, and goal-oriented environment
- Able to support and supervise youth program participants, assign work effectively, and address performance issues as they arise.
- Competent with the Google Suite and comfortable with database and information management
- Highly motivated to develop managerial and professional skills

As a Summer Program Manager, it would be great if you:

- Have experience in youth development, education, management, sustainability, and/or community engagement and outreach
- Are bilingual in Spanish, Mandarin, Cantonese, Tagalog, Vietnamese, and/or other languages

Ready to Apply?

Please email your resume and three professional references to CCjobs@risingsunopp.org, and include "**Summer Program Manager - Bay Area**" 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.

