



# 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

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 **Youth Development Specialist** (YDS) is responsible for supporting a cohort of 20-22 youth, ages 15-24. The 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.

The **Youth Development Specialist** reports directly to the Regional Manager and collaborates with the Workforce Initiatives and Alumni Manager. YDS is expected to transition between different sets of responsibilities throughout the year. Details are outlined in the [Job Responsibilities](#) section.

This position calls for someone who is organized and enthusiastic about case management and curriculum development. A successful Youth Development Specialist enjoys closely working and mentoring youth program participants and alumni.

## Program Details (Pay, Office Locations & Schedule)

- **Youth Development Specialist pay:** \$25.00/hour, 40 hours/week (must be able to work some weekends)
- **Monthly internet and phone reimbursements\*:** Phone-\$30 dollars, Internet- \$20 dollars
- **Vehicle use reimbursement** when traveling from the site office to clients' homes or any other Rising Sun event location. Rising Sun reimburses mileage at the 2024 federal mileage rate determined by the IRS.
- **Approximate site office locations (for Summer In-Person GHC):** North Bay (San Rafael & Vallejo), South/East Bay (Oakland & San Mateo)
- **Benefits Package Included:** 5.23 bi-weekly accrued PTO, 4 Rest Days, 8 paid holidays, 2 floating holidays, 100% coverage of Medical, Dental, and Vision insurance for employees, 50% coverage for dependents.

*\*Monthly phone reimbursements apply throughout your time with Rising Sun. Monthly internet reimbursements only apply for Spring and Fall work.*

*\*\*Mileage reimbursements will only be offered for driving done solely for work-related purposes. For example, driving out from your assigned place of work (home in the Spring and Fall time and your assigned site office in the Summertime) to outreach/recruitment events. Note that in the Summer, commuting between your home and your assigned site office does not qualify for reimbursement. Toll fees incurred as part of work travel are reimbursed.*

## Position Timeline

*This position is from January 16, 2024 to December 13, 2024. Below outlines the job responsibilities within the duration of the position. There are different responsibilities, but we ask that all Youth Development Specialists commit to the entire duration of the program.*

## Job Responsibilities

### **Program Dates & Schedule (Spring Recruitment & Outreach): January-May 2024**

- Schedule, coordinate and represent Rising Sun at in-person and virtual recruitment events to recruit for youth summer participants in collaboration with Site Program Manager
- Identify, interview, & hire potential candidates for all youth program positions
- Coordinate and represent Rising Sun at in-person outreach events to engage clients and sign them up for the Green House Call service to ensure a full appointment calendar for the summer
- Assist in the identification and recruitment of externship hosts
- Foster connections with on-boarded youth in preparation for the summer program
- Collaborate with other YDS to prepare deliverables for Professional Development Workshops in the summer and fall

Paid Training	Youth Recruitment (events, interviews)	Green House Call Outreach
January 16-19	January-May	February-May



### **Program Dates & Schedule (Green House Call Program): June-August 2024**

- Lead and facilitate weekly Youth Professional Development Workshops in assigned sites
- Hold regular 1-1 meetings with each youth participant, focusing on empowering to overcome employment barriers and maintain program participation using Salesforce and other tools
- Mobilize community, school, and family referrals to help youth access services and resources
- Develop trusting relationships and be a mentor to the youth program participants
- 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.)
- Ensure completion of all youth program surveys in collaboration with Site Managers
- Support Regional Manager and Workforce Initiatives and Alumni Manager in the externship application process, communication with hosts, extern's barrier removal, and relevant tasks as needed.

Paid Training (SPM)	Paid Training (Youth)	In-Person Green House Calls	In-person GHC Closing Week
May 29-June 7	June 10-14	June 17- July 26	July 30-Aug 2

### **Program Dates & Schedule (Fall Externship & Taskforce Support): August-December 2024**

- Support transition and placement of youth to externship partners by working with Regional Manager and Workforce Initiatives & Alumni Manager
- Communicate between all externship stakeholders (Youth participants, Hosts, Workforce Initiatives & Alumni Manager) and gather feedback
- Co-facilitate onboarding presentation for externs during the first week of externship participation
- Co-design and deliver professional development, eco-literacy, financial literacy workshops and monitor professional portfolio completion for each youth including externship surveys
- Supervise and conduct 1-1 meetings with youth through the program to support development of goals
- Assist Climate Careers program in programmatic task force work in preparation for 2025

Externship Orientation and Training	Virtual Green House Calls and Externship	Taskforce Support	Youth Development Specialist Last Day
Aug 5-9	Aug 5- Oct 31	Oct 1- Dec 13	Dec 13

### **As a Youth Development Specialist, you must:**

- Adhere to all Rising Sun policies, including the Mandatory COVID-19 Vaccine Policy for Employees and Board of Directors
- 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
- Stable phone access to make phone calls
- Be able to travel to and from assigned site offices and surrounding areas as needed for recruitment/outreach and in-person Youth Professional Development workshops.
- Be able to lift 25 pounds and walk up to half a mile at a time
- Be able to complete the virtual Mandated Reporter and Sexual Harassment Training within the first week of hire
- Maintain confidentiality of all program participants and all files and records pertaining to youth participants and clients

### As a Youth Development Specialist, 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 in a virtual and in-person setting
- Able to foster a fun, energetic, and goal-oriented environment
- Able to seamlessly transition between the different stages of the program throughout the year
- Able to mentor, support, and supervise (during Externship) youth program participants, remove barriers, and address performance issues when appropriate
- Competent with the Google Suite and comfortable with database and information management
- Highly motivated to develop case management, managerial, and professional skills

### As a Youth Development Specialist, 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, cover letter, and three professional references to [CCjobs@risingsunopp.org](mailto:CCjobs@risingsunopp.org), and include "**Climate Careers: Youth Development Specialist - 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. Equal Opportunity Employer/Affirmative Action; women and individuals who are Black, indigenous, and/or people of color are encouraged to apply.*