



# Rising Sun Center for Opportunity

## Job Opening: Stockton Summer Program Manager (SPM)

### About Us

We're deeply rooted at the intersection of equity, climate, and good, sustainable careers. In 1994, Rising Sun Center for Opportunity began as Rising Sun Energy Center in Santa Cruz, California. Much has changed as we've adapted and innovated to respond to the needs of our participants and communities, but today, we remain rooted in our origins, preparing people throughout the Bay Area and Central California who have been locked out of prosperity for good jobs and green pathways that offer economic equity and mobility while building a climate-resilient future for all.

[Learn more about who we are](#)

### 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 South Stockton while also supporting the overall goals of the Climate Careers program in all regions. 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 Senior Community Engagement Manager, the Program Manager, and the Workforce Initiatives and Alumni Manager.



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

- **Site Program Manager pay:** \$24.50/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 2025 federal mileage rate.
- **Approximate site office location:** North Stockton, South Stockton, Manteca

*\*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 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 (Leader In Field Training) 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 and gain interest in the Appliance Upgrade Program.
- 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 including, but not limited to, the Green House Call service and Appliance Upgrade Program application data collection.
- 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): June 4 - August 8, 40 hours a week**

Manager Paid Training & Mandated Reporter Training	Youth Paid Training	Manager Meetings	In-Person Green House Calls & Late Days	Manager Last Day
June 4th-June 13th  Monday-Friday 9:00am-5pm	June 16th-20th  Monday-Friday 8:30am-5pm	Weekly on Mondays 8:30am-2pm	June 17th-July 26th Tuesdays - Fridays 9:00am-4:30pm  <i>(late days)</i> <i>July 16th &amp; July 30th</i> <i>12:00pm-7:30pm</i>	August 8th, 2025

**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?

Fill out the online application here: <https://risingsun.tfaforms.net/43>

We are accepting applications on a rolling basis until all positions have been filled. If you have any questions, please contact us at [ccjobs@risingsunopp.org](mailto:ccjobs@risingsunopp.org)

### **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.*