



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 city throughout the greater Bay Area while 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, and deliverables. The SPM will supervise 13 youth participants and is jointly responsible for site office administration, client identification/booking, and oversight of service delivery to clients.

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

Program Details (Pay, Office Locations & Schedule)

- **Position Schedule:** June 4th - August 8th, 2025
- **Summer Program Manager pay:** \$25.00/hour, 40 hours/week
- **Phone reimbursements (2 months):** \$30 dollars/month
- **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 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 all site office responsibilities and collaborate with co-manager to ensure smooth operation
- Directly onboard, train, supervise, and mentor up to 13 youth program participants
- Train Leader-in-Field-Training (LIFT) to become a peer leader by providing feedback, mentorship, supervision, and delegating site tasks that align with their skill level
- Provide continuous evaluation, training and feedback to participants to ensure skill development and the highest quality of service
- Coordinate site logistics, including, but not limited to, timesheets, payroll submission, expense reimbursement, and meticulous preparation and monitoring of all supplies, tools, and materials
- Ensure full schedule of Green House Call appointments, conduct confirmation calls and reschedule if necessary, ensure quality of service, and gather customer feedback
- Ensure the successful delivery of all site and staff 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): June 4th -August 8th, 2025, 40 hours a week

Manager Paid Training	Youth Paid Training	Manager Meetings	In-Person Green House Calls	Manager Last Day
June 4th-13th	June 16th-20th	Weekly on Mondays	June 23rd-August 1st	August 8th

As a Summer Program Manager, 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 during work hours
- 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 and be able to pass a background check
- Stable phone access to make phone calls
- Be able to travel to and from assigned site office for in-person Green House Calls coordination
- 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, along with all files and records pertaining to youth participants and clients



As a Summer Program Manager, you are:

- Proficient operating technology like laptops, tablets, and other devices
- Proficient with software like Google Suite, Salesforce, TriNet and information management systems
- An effective verbal and written communicator with strong customer service skills
- Comfortable with general administrative tasks, 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 settings
- 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
- Highly motivated to further develop and learn new 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

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.

