



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

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, 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 up to 26 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 Regional Manager and Workforce Initiatives and Alumni Manager will directly supervise the **Youth Development Specialist** at different points in the year, 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 site office to client's homes or any other Rising Sun event's location. Rising Sun reimburses mileage at the 2025 federal mileage rate set by the IRS.
- **Approximate site office locations (for Summer In-Person GHC):** North Bay (San Rafael & Vallejo), South/East Bay (Oakland & Daly City)
- **Benefits Package Included:** 5.23 bi-weekly accrued PTO, 4 Rest Days, 8 paid holidays, 2 floating holidays, 100% coverage of Medical, Dental, Vision insurance for employees, 50% coverage for dependents, Spring Health (mental health & coaching)

*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 will consist of two contract phases. The Spring and Summer phase will begin on January 21, 2025 and end on August 8, 2025. An end-of-summer evaluation will then be conducted to determine whether the Youth Development Specialist is eligible for the Fall phase, which will begin on August 9, 2025 and end on December 12, 2025.

Job Responsibilities

Program Dates & Schedule (Youth Recruitment): January-May 2025

- Schedule, coordinate and represent Climate Careers at in-person and virtual recruitment events
- Identify, interview, & hire potential candidates for youth program positions
- Identify recruitment events to attract potential Climate Careers participants, specifically for those who can benefit from its mission (i.e. Opportunity Youth, low-income youth, etc.)
- Assist in the identification and recruitment of externship hosts in collaboration with Workforce Initiatives and Alumni Manager
- Foster connections with onboarded youth in preparation for the summer program
- Represent and speak on all aspects of Climate Careers to gather and strengthen support of the communities we serve
- Other duties as assigned

Paid Training	Youth Recruitment (events, interviews)
January 21-24	January-May

Program Dates & Schedule (Green House Call Program): June-August 2025

- Collaborate with appropriate parties to onboard youth participants for summer program



- Lead and facilitate weekly Youth Curriculum Workshops in assigned site offices
- Hold regular 1-1 meetings with youth participants, focusing on empowering them 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 LIFTs by providing feedback, mentorship, and tasks that align with their skill level
- Maintain youth progress reports and case management to update appropriate parties whilst maintaining confidentiality
- Ensure completion of all youth program surveys in collaboration with Site Managers
- Support Regional Manager and Workforce Initiatives and Alumni Manager in the externship youth transition process, barrier removal, and relevant tasks as needed.
- Other duties as assigned

Paid Training	Paid Training (Youth)	In-Person Green House Calls	In-person GHC Closing Week
June 4-June 13	June 16-20	June 23- Aug 1	Aug 5-Aug 8

Program Dates & Schedule (Fall Externship & Taskforce Support): August-December 2025

- Support transition and externship placement by working with Workforce Initiatives Manager
- Supervise up to 26 youth participants throughout Externship and ensure the completion of all deliverables including but not limited to professional portfolio, externship surveys, etc
- Coordinate the submission and approval of timesheets and expense reimbursements
- Co-facilitate onboarding presentation for externs during the first week of externship participation
- Communicate between all externship stakeholders (Youth participants, Hosts, Workforce Initiatives & Alumni Manager) and gather feedback
- Collaborate with the YDS team to update and deliver Youth Curriculum
- Schedule and facilitate 1-1 meetings with participants to support development of goals
- Assist Climate Careers program in programmatic task force work in preparation for 2026
- Other duties as assigned

Externship Orientation and Training	Externship Program	Youth Development Specialist Last Day
August	Aug 5- Oct 31	Dec 12

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 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 and all files and records pertaining to youth participants and clients

As a Youth Development Specialist, 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
- 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 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 Youth Development Specialist, it would be great if you:

- Have experience in youth development, education, management, sustainability, and/or community engagement and outreach, knowledge of trauma-informed care practices and framework
- 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. Equal Opportunity Employer/Affirmative Action; women and individuals who are Black, indigenous, and/or people of color are encouraged to apply.