



Rising Sun Center for Opportunity

Job Opening: Youth Development Specialist (YDS)- San Joaquin County

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 **Youth Development Specialist (YDS)** is responsible for supervising and supporting a cohort of up to 18 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 Workforce Initiatives Manager and collaborates with the Regional Manager and Climate Careers team. YDS is expected to transition between different sets of responsibilities throughout the term of employment. 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:** \$24.50/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 2025 federal mileage rate determined by the IRS.
- **Approximate site office location (for Summer In-Person GHC):** San Joaquin County (North Stockton & Manteca)
- **Benefits Package Included:** 5.23 bi-weekly accrued PTO, 4 Rest Days, 5 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 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 (your assigned site office in the Summertime, home in the Fall time) to outreach 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 June 4th to November 21, 2025. 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 (Green House Call Program): June 4th - August 8th, 2025

- Support the Regional Manager with late stages of pre-program youth hiring (paperwork completion, document verification, information relay, etc.)
- Support the Regional Managers and co-Youth Development Specialists in the identification, planning, and implementation of career exploration workshops for the youth. Some examples include field trips, skill-building workshops, and/or speaker presentations.
- Collaborate with other YDS and Workforce Initiatives Manager to prepare for the delivery of Professional Development Workshops in the summer. Lead and facilitate weekly Youth Professional Development Workshops in assigned summer sites.
- Monitor the completion of professional portfolio deliverables (e.g. resume, cover letter, LinkedIn profile) and program evaluation surveys for each of the youth participants, in collaboration with Site Program Managers
- Develop trusting relationships and be a mentor to the youth program participants. Hold regular 1-1 meetings with each youth participant, focusing on empowering to overcome employment barriers and maintain program participation. Mobilize community, school, and family referrals to help youth access services and resources. Provide job search support and tailor individual career goals.
- Support the development of facilitation and presentation skills for youth in the LIFT (Leader in Field Training) program
- Maintain detailed and organized administrative reports of 1-1 meetings and services provided using Salesforce and other tools. Provide verbal reports of youth progress to supervisors.



- Support Workforce Initiatives Manager and Regional Manager in the externship application process, mock interview day, communication with hosts, extern's barrier removal, and relevant tasks as needed.

Program Dates & Schedule (Green House Call Program): April 21st -August 8th, 40 hours a week

| Paid Training & Mandated Reporter Training (Pre-Summer) | Paid Summer Training | Youth Paid Training | Delivery of Professional Development Workshops to Youth | In-Person Green House Calls | Interview Day (in preparation for Externship) | YDS Training Retreat & Transition to Externship |
|--|---|--|---|--|---|---|
| April 21st - April 25th Monday-Friday 8:30am-5pm | June 4th - June 13th Monday-Friday 8:30am-5pm | June 16th - June 20th Monday-Friday 9am-4:30pm | Mondays 8:30am-5pm <i>And</i> Fridays 10am-12pm | June 17th - July 26th Tuesdays-Fridays 8:30am-5pm <i>(late days)</i> <i>July 16th & July 31st & August 1st</i> <i>11:30am-8pm</i> | Saturday, July 12th | August 5th - August 8th Tuesday-Friday 9am-5:30pm |

Program Dates & Schedule (Fall Externship & Taskforce Support): August 11th - November 21st, 2025

- Support transition and placement of youth to externship partners by working with Regional Manager and Workforce Initiatives Manager
- Communicate between all externship stakeholders (Youth participants, Hosts, Workforce Initiatives Manager) to gather feedback and trouble shoot any challenges
- Co-facilitate onboarding externship presentation for externs and facilitate the meet and greet meetings between the externs and host supervisors.
- Co-design and deliver professional development, eco-literacy, financial literacy workshops and monitor professional portfolio completion for each youth including externship program evaluation surveys
- Supervise and conduct 1-1 meetings with youth throughout the program to address any barriers to employment and support development of goals
- Other responsibilities as assigned by Workforce Initiatives Manager

Program Dates & Schedule (Fall Externship): August 11th - November 21st, 2025, 40 hours per week

| Externship Placement Announcements | Transition Programs for Youth & Hosts (Orientation, meet & greet) | Taskforce Support | Youth's Externship Placement Period with Host Partner | Youth Development Specialist Last Day |
|------------------------------------|---|-------------------|---|---------------------------------------|
| July 22nd | August 5th-August 8th | Oct 1st-Nov 8th | August 11th-November 21st | November 21st |

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, Hmong, Punjabi, 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.