



Rising Sun Center for Opportunity

Job Opening: 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 www.risingsunopp.org

The Climate Careers Program

The Climate Careers Program: Climate Careers uses a social enterprise model to combine home energy and water-saving services with youth development. Our no-cost Green House Call service consists of energy and water use assessments, installation of efficiency devices, and client education. Youth program participants deliver this service to thousands of homes every summer while growing personally and professionally, advancing on to paid externships in the fall with organizations doing climate-related work to increase their career exposure and experience.

Job Details

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. There will be two Summer Program Managers at each site office to implement and oversee the Green House Call goals, processes, and deliverables. The Summer Program Managers at each site office will supervise 9 youth participants and are jointly responsible for site office administration, client identification/booking, and client service delivery oversight.

We will operate between 9:30am-6pm on weekdays at the start of the summer program, with the exception of late days on Wednesdays between 11:30am-8pm.

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 Summer Program Manager reports directly to the Regional Manager.

- **Contract Length:** June 3rd, 2026 - August 7th, 2026
- **Compensation:** \$26.00/hour, 40 hours/week

- **Sick time:** Accrual of 1 hour for every 30 hours worked beginning after 30 days of employment, up to a maximum accrual of 80 hours. Sick leave becomes available for use after 90 days of employment, in accordance with the terms of Rising Sun's sick leave policy.
- **Reimbursements:**
 - **Monthly phone:** Phone (\$30) for the months of June through August
 - **Vehicle use*:** When traveling to a Rising Sun event location from primary work site or home depending on which is closer, Rising Sun reimburses mileage at the 2026 federal mileage rate. Toll fees incurred as part of work travel are reimbursed.
- **Locations :** Concord, Napa, Santa Rosa, Oakland, San Francisco, or San Jose. Be able to travel to Rising Sun's headquarters in Oakland as required or requested.

Mileage and toll reimbursements will only be offered for driving done solely for work-related purposes. Note that travel considered as work commute **does not qualify for reimbursement.*

Job Responsibilities

- Share all site office responsibilities and collaborate with co-manager to ensure smooth operation.
- Directly onboard, train, supervise, and mentor up to 9 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.
- Collaborate with Outreach Coordinators and Outreach team to ensure a full schedule of Green House Calls throughout the summer program.
- Conduct appointment confirmation calls, reschedule when necessary, ensure quality of service, and gather customer feedback.
- Address client questions, concerns, and incidents in a timely and professional manner.
- Collaborate with Operations Coordinator and Operations team to oversee site logistics, discrepancies, and technical issues.
- Coordinate site logistics, including, but not limited to; timesheets, payroll submission, expense reimbursement, and meticulous preparation and monitoring of all supplies, tools, and materials.
- Collaborate with a Youth Development Manager to address issues/barriers that a youth participant(s) may be experiencing to ensure active and consistent programmatic participation and to further enhance the youth experience.
- Ensure the successful delivery/completion of all staff surveys and evaluations.
- Facilitate office time activities during blocks of time with no appointments.
- Additional responsibilities as assigned.

As a Summer Program Manager, you must:

- Adhere to all Rising Sun policies, public safety regulations and/or best practices
- Be able to pass a background check.
- Have reliable phone access to make and receive calls and to download and use work-related mobile applications.
- Be able to lift up to 25 pounds and walk up to half a mile at a time.



- Be able to complete virtual Mandated Reporter and Sexual Harassment trainings within the first week of training.
- Maintain confidentiality of all program participants and all files and records pertaining to youth participants and clients.
- If driving is required for this position:
 - 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.

As a Summer Program Manager, you are:

- Proficient operating technology like laptops, tablets, and other devices.
- Proficient with software like Google Suite, Salesforce, Rippling 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 setting.
- Able to foster a fun, energetic, and goal-oriented environment.
- Able to support and supervise youth program participants, assign work effectively, address performance issues as they arise, and implement disciplinary protocols as needed.
- 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 customer service.
- 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/f/CCrecruitment>

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.

