



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

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 in the Central Valley 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 (ages 15-24) and are jointly responsible for site office administration, client identification/booking, and client service delivery oversight.

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 3, 2026 - August 7, 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:** Stockton, Lathrop, Madera, Merced, Fresno, and Visalia.

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

- Directly onboard, train, supervise, and mentor 9 youth program participants (4 Energy Specialists, 4 Energy Specialist Drivers, and 1 LIFT) responsible for delivering the Green House Call service to local households.
- Support Leader-in-Field-Training (LIFT) to become a peer leader and mentor by providing training, feedback, supervision, and delegating site tasks that align with their skill level.
- Provide continuous evaluation, training and feedback to youth participants to ensure skill development and the highest quality delivery of the Green House Call service.
- Ensure the successful delivery of staff performance evaluations and completion of Climate Careers program evaluation surveys by all staff in the site office.
- Collaborate with the Outreach team in conducting ongoing phone banking to interested clients to ensure a full schedule of Green House Call appointments throughout the summer program.
- Conduct appointment confirmation calls, reschedule appointments when necessary and gather customer feedback on the delivery of the service provided.
- Address client questions, concerns, and incidents in a timely and professional manner.
- Collaborate with the Operations team to oversee inventory discrepancies, incident reporting, and technical issues.
- Collaborate with the co-Summer Program Manager in coordinating site logistics, including, but not limited to; timesheets, payroll submission, expense reimbursement, meticulous preparation and monitoring of all supplies, tools, and materials, and ongoing site office upkeep.
- 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.
- Facilitate office time activities during blocks of time with no appointments.
- Additional responsibilities as assigned.

As a Summer Program Manager, you must:

- Have a car, valid driver's license, and motor vehicle insurance.
- Be able to pass a background check.
- Be able to pass a motor vehicle record check with a safe driving record.
- Adhere to all Rising Sun policies, public safety regulations and/or best practices.
- 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.
- Be available to work weekly late days

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, Hmong, 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.

