



Rising Sun Center for Opportunity

Job Opening: Youth Development Manager (YDM), Climate Careers Central Valley

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 **Youth Development Manager** (YDM) is responsible for the mentorship and professional success of a cohort of up to 18 youth participants (ages 15-24) within the Climate Careers Central Valley program. Reporting directly to the Workforce Initiatives Manager, the YDM guides participants through two distinct contract phases: the summer Green House Call program and the fall Externship program.

During the summer, the YDM focuses on high-impact case management and the delivery of professional development curriculum, working closely with youth to identify and overcome barriers to employment to ensure full program retention. As the program transitions into the fall, the YDM shifts into a supervisory and coordination role, managing externship placements, facilitating communication between youth and host organizations, and overseeing the completion of professional portfolios.

This position calls for someone who is organized and enthusiastic about youth case management and curriculum development/delivery. A successful Youth Development Manager enjoys working closely with and mentoring youth program participants and alumni.

- **Contract Length:** June 3 - August 3, 2026 (summer phase), August 4 - November 25, 2026 (fall phase). (**must** be able to work some weekends and evenings).
- **Compensation:** \$26.00/hour, 40 hours/week
- **Schedule*:** Monday - Friday: 8:30am - 5:00pm; Wednesday are Late Days: 12:00pm - 8:30pm



- **Benefits:** Bi-weekly accrued PTO, paid holidays, 1 floating holiday, 100% coverage of Medical, Dental, Vision insurance for employees, 50% coverage for dependents, and Spring Health (mental health & coaching)
- **Reimbursements:**
 - **Monthly internet and phone:** Phone-\$30 dollars and Internet-\$20 dollars
 - **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:** Be able to work in-person and travel across assigned Central Valley counties. During the summer, work onsite at two of our temporary site offices.
- **Three (3) Youth Development Manager openings** with the approximate site office locations:
 - San Joaquin County (Site offices in Stockton and Lathrop)
 - Madera-Merced Counties (Site offices in Merced and Madera)
 - Fresno-Tulare Counties (Site offices in 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.*

**The schedule is subject to change based on organizational needs.*

Job Responsibilities

This position will consist of two contract phases. The Summer phase will begin on June 3, 2026 and end on August 3, 2026. An end-of-summer evaluation will then be conducted to determine whether the Youth Development Manager is eligible for the Fall phase, which will begin on August 4, 2026 and end on November 25, 2026.

Program Dates & Schedule (Green House Call Program): June 3 - August 3, 2026

- Collaborate with appropriate parties to onboard youth participants for summer program
- Lead and facilitate weekly Youth Curriculum Workshops in assigned site offices, along with asynchronous site office activities including topics such as environmental literacy, resume building, professional communication, and workplace etiquette
- Hold regular 1-1 meetings with youth participants, focusing on empowering them to overcome employment barriers and maintain program participation
- Mobilize Rising Sun funded supportive services, community resource referrals to help youth access services and resources whilst maintaining confidentiality
- 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 focusing on advanced leadership competencies, peer-to-peer mentorship techniques, and project management basics
- Use Salesforce and other tools to manage youth professional portfolios, keep case management notes up to date, and update appropriate parties whilst maintaining confidentiality
- Ensure completion of all youth professional portfolios and pre and post-program surveys in collaboration with the site office Summer Program Managers
- Consult Regional Manager and Workforce Initiatives Manager in the externship youth placement process, barrier removal, and relevant tasks as needed



- Other duties as assigned

Paid Training	Deliver Training for Youth	Green House Call Program Implementation
June 3 - June 12	June 15 - 22	June 23 - Aug 3

Program Dates & Schedule (Fall Externship & Taskforce Support): August 4 - November 25, 2026

- Supervise up to 18 youth participants throughout the Externship program 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
- Lead meet and greets between externship host and youth participants and finalize schedules, work assignments, and ensure all externship forms are completed
- Communicate between all externship participants (Youth participants, Hosts, Workforce Initiatives Manager) and gather feedback and provide updates on youth progress
- Collaborate with the YDM team to update and deliver Youth Curriculum focusing on financial literacy, environmental justice, and advocacy to support long-term personal and professional growth
- Schedule and facilitate ongoing 1-1 meetings with youth participants and hosts to track progress and help resolve any barriers
- Use Salesforce and other tools to manage youth case management notes and externship deliverable completion
- Host and facilitate the final externship presentations
- Other duties as assigned

Externship Orientation and Training	Externship Project Period	Youth Development Manager Last Day
Jul 29 - Aug 7 (YDMs) Aug 10 - Aug 17 (Hosts & Youth)	Aug 17 - Nov 20	Nov 25

As a Youth Development 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.
- Have a stable internet connection to work remotely during the fall program
- 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
- Be available to work weekly late days on Wednesdays

As a Youth Development Manager, you are:

- Proficient operating technology like laptops, tablets, and other devices
- Proficient with Software like Google Suite, Salesforce, Rippling/HR software and information management systems
- An effective verbal and written communicator with strong customer service skills
- Comfortable with general administrative tasks
- Comfortable engaging with stakeholders and providing them with necessary and timely programmatic updates
- 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 Manager, 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.

