



**RISING SUN
ENERGY CENTER**

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BUILDING HEALTHY COMMUNITIES THROUGH CLIMATE SOLUTIONS AND GREEN CAREER PATHWAYS

SITE MANAGER

Rising Sun Energy Center seeks dynamic, versatile and skilled individuals who are looking to work in environmental and energy education while providing meaningful jobs and employment skills to Bay Area youth!

Rising Sun Energy Center (Rising Sun), a 501(c)(3) organization, provides comprehensive energy efficiency and water conservation services and education for Bay Area residents through our California Youth Energy Services (CYES) program. We provide our services through innovative programs integrating youth training and employment, direct install residential energy efficiency assessments, and other services promoting energy and water conservation. Since 2000, Rising Sun has served nearly 20,000 homes and provided training to over 900 youth.

JOB SUMMARY

Rising Sun is looking for ten dynamic Site Managers to manage and run our ten CYES summer sites! We are looking to hire Site Managers for the following sites and cities: **Antioch, Berkeley/Emeryville, Dublin, Fremont, Hayward, Marin County, Oakland, Pleasanton, Richmond, and Union City**. In a six-week period, CYES typically serves 250-300 homes per site each year.

We are looking for individuals with extensive experience running programs and working with youth ages 15-22 years of age from diverse backgrounds. The Site Manager position will run approximately nine and a half weeks from June 12, 2012 to August 16, 2012. This is a full-time, temporary/seasonal EXEMPT position. The salary is \$6,000.00 for the duration of the program. Site Managers will have the opportunity to receive a performance-based bonus of \$400.00, which will be contingent on completion of the program and a performance evaluation. Due to the temporary and seasonal nature of this program, benefits are not included and we are unable to provide vacation time during the nine and a half weeks of the program.

The Site Manager is responsible for the overall operational administration of the California Youth Energy Services program at a site office, as well as the management and supervision of all youth employees (9 per site) both in the office and in the field. Site Managers will work jointly with Site Outreach Managers, ensuring that all program deliverables are met for that site, and coordinating on youth training and mentoring.

The California Youth Energy Services program is our flagship program and is a Bay Area favorite. This is a fantastic position for self-motivated individuals who are looking to build their management skills or to begin a career in the growing Green Sector. The Site Manager position is a challenging but rewarding experience that is a significant resume-builder and will provide successful candidates with a valuable and memorable experience.

RESPONSIBILITIES

ENERGY SPECIALIST SUPERVISION, TRAINING, AND MANAGEMENT

- Train, supervise, and mentor eight youth Energy Specialists and one Leader-In-Field-Training (LIFT)
- Facilitate group meetings, delegate and manage youth daily tasks and appointments
- Effectively manage conflict, while mentoring and coaching youth employees if needed
- Track youth hours and coordinate youth staff evaluations and individual site program evaluations
- Perform ride-along and drop-in visits on Green House Calls to ensure quality performance and continue on-the-job training and development of youth Energy Specialists
- Provide quality assurance phone calls to CYES clients

PROGRAM MANAGEMENT

- Properly track and report Green House Call installation numbers; successfully track inventory, reconciling and providing quality control over all data collected and entered
- Report, evaluate, and monitor site budgets, data, and program aspects
- Enter data collected in the field by youth Energy Specialists into Rising Sun's customized database software system, and/or regulate and monitor data entered by youth
- Oversee materials distribution and inventory, handle distribution and collection of tools by youth for retrofits
- Manage site staff to reach site energy and water conservation goals and customer service goals

OUTREACH SUPPORT

- Identify and screen potential clients and schedule appointments for youth Energy Specialists
- Solicit potential clients, making phone calls and attending community events to generate client leads
- Overall assistance with securing and scheduling appointments throughout program
- Have the ability to fulfill Site Outreach Manager duties in the event that the Site Outreach Manager is ill or in case of emergency

REQUIREMENTS

- Demonstrated ability to lead employment/development programs with youth and young adults, ages 15-22
- Ability to motivate a diverse youth staff including: train, support, and supervise staff, assign work effectively, and address performance problems as they arise
- Strong project management skills: ability to multi-task, work under pressure, solve problems, delegate tasks
- Own a car with valid driver's license and insurance and ability to travel 40% -50% of time within a 15 mile radius of your host site (*A car, driver's license, and insurance is a mandatory requirement for this position*)
- Demonstrated interest in environmental education, activism, or community service
- Excellent written and verbal communication skills
- Ability to lift between 15-20 lbs
- Ability to climb up and down a seven-foot ladder
- Ability to work under pressure and in a hectic environment; highly flexible
- Excellent computer skills: word processing, spreadsheet software, internet browsing, fast typing, database management
- Ability to quickly learn and use a new database software system

- Ability to lead teams and work as a team player
 - Preferred but not required: CPR and First Aid certified
 - Preferred but not required: bilingual in Spanish, Mandarin, or Cantonese
- ** Some site assignments will require a bilingual Site Manager*

JOB DETAILS

- Salary of \$6,000 with the opportunity to receive a performance-based \$400 bonus
- Monday – Friday, 9:30am – 6:30pm
- Two mandatory days with hours shifted to 10:30am-7:30pm
- Manager Training (first week) will be 9:00am – 6:00pm

If you are ready for a challenging and rewarding experience to build on your management skills while working for a dynamic non-profit, apply today! Check out our website: www.risingsunenergy.org for more information about the program. **To apply, please send your cover letter, resume and list of three references to the email below by March 8th, 2013.** Please reference “Site Manager” in the subject line. No phone calls please.

Please send to:

California Youth Energy Services
Attn: Julia Hatton, Director of Youth Programs
cyesjobs@risingsunenergy.org