

Reach High Scholars Program

Program Facilitator Job Description

Reach High Scholars Program (“RHSP”) encourages Raymond, NH, students to “reach high” in pursuit of their education. It provides initiatives at no cost to the School District that are unique for a community like Raymond. RHSP is an exempt organization under Section 501 (c) (3) of the Internal Revenue Code. A full description of RHSP and its activities are on its website: www.reachhighscholars.org.

RHSP wishes to have the services of a part-time **Program Facilitator** (“PF”) to handle follow-up details in RHSP’s various Initiatives described on its website. The most important of these are: (i) summer boarding enrichment programs at St. Paul’s, Phillips Exeter, Dartmouth and Brown, (ii) Raymond Roundtables, an enrichment program in Raymond for 7th, 8th and 9th graders, (iii) SAT prep courses, (iv) the Reach High Scholars Club, (v) college fairs and (vi) college visits.

The following will be the most important ongoing responsibilities of the PF:

- ***Summer Enrichment Programs, Raymond Roundtables and Academic Approach:***
 1. promulgating announcements about on-site presentations by their representatives;
 2. helping with paper and online applications; and
 3. collecting fees.
- ***College fairs and college visits:***
 1. helping to plan trips to insure that students get to see colleges appropriate for them;
 2. notifying students of upcoming trips and getting them to sign up;
 3. organizing parents, faculty and others as drivers;
 4. verifying that parent waivers and vehicle information have been obtained;
 5. making arrangements with admission offices.
- ***Maintaining materials on colleges and summer academic enrichment programs;***
- ***Maintaining an address list with contact information on students (and their parents) who are active in RHSP and any of its Initiatives;***
- ***Maintaining an address list with contact information on alumni who were active in RHSP;***
- ***Preparing and updating materials for inclusion on the RHSP website;***
- ***Maintaining a spreadsheet with information on potential donors to RHSP;***
- ***Helping to organize presentations for students and parents;***
- ***Helping to organize pizza parties for students, parents and alumni at the end of Raymond Roundtables and in December;***
- ***Assisting in preparation of grant proposals; and***
- ***Preparing an annual comparison of matriculation to highly competitive colleges by students from RHS and other Southeastern NH High Schools.***

Compensation will be at a rate of about \$15 – \$20 per hour, depending on experience, and is expected to total about \$7,500 per annum.