

# 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](http://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 7<sup>th</sup>, 8<sup>th</sup> and 9<sup>th</sup> 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.***

To a great extent, the job can be performed at home using a computer, the internet and telephone. About once per week during the school year, the PF would be at RHS to deal directly with the staff and students.

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.

**Please send resumé by email to John McDaniels, Chairman of RHSP: [jmcdaniels@mcdaniels.com](mailto:jmcdaniels@mcdaniels.com).**