

BAC Scholarship Fund
108 Turtle Rock Court
Rocky Mount, NC 27803
Email: BAC@bacsf.org
www.bacsf.org



INTERNSHIP ANNOUNCEMENT

Program Manager

SUMMARY

The "Reach BAC" mentoring program works to promote academic excellence and professional development through community service. This particular effort includes working with students at Northern Nash High School (NNHS) to provide tutoring and mentorship to students at MB Hubbard Elementary School (HES), with the primary focus being on reading literacy and leadership development.

The BAC Scholarship Fund is looking to fill up to two (2) PROGRAM MANAGER positions for the SPRING SEMESTER 2019. ***The ideal candidate is a 12th grade student at Northern Nash High School who is responsible, dependable, and attentive to detail.***

The incumbent will be responsible for leading and coordinating the mentor/tutor sessions at HES which will occur WEEKLY, DURING NNHS's LUNCH PERIOD. The incumbent is required to effectively communicate with staff and student participants at NNHS and HES as needed, coordinate mentor logistics and electronically interface with BAC Scholarship Fund leadership on the regular basis. Occasional data entry may also be required.

POSITION REQUIREMENTS

- Satisfactory performance in all classes
- Ability to work with staff and student participants to ensure program efficiency
- Accompany tutor group to on-site tutor sessions
- Must be willing to participate as a tutor
- Ability to maintain record of tutor group and attendance
- Ability to communicate with school leadership in a professional manner
- Ability to demonstrate timely electronic communication and responsiveness
- Completion 1-3 page essay on your internship experience at the end of term.

HOURS PER WEEK/COMPENSATION

The time requirement for this position is not to exceed 3 hours per week.

Zero instructional time is required.

There will be no compensation for this position but upon satisfactory performance of the position requirements, the incumbent will qualify for a scholarship ranging from \$250 to \$1,000.

TO APPLY

Send completed application with all required attachments to BAC@bacsf.org.

Application can be found at www.bacsf.org/apps.

“Reach BAC” Internship: Spring 2019

*****APPLICATION DEADLINE: FRIDAY, FEBRUARY 8th, 2019*****

APPLICATION REQUIREMENTS:

- * Must complete this application
- * Must provide a “Statement of Interest” (max 1 page) explaining your interest in this internship
- * *Must provide name of at least one school faculty member as personal reference*
- * Resume is preferred but optional

+ All requirements MUST be attached to and submitted with this application.

Are you Registered to Vote (18+) OR Pre-Registered to Vote (if under 18) YES NO
(circle one)

NAME: _____
(LAST) (FIRST) (MIDDLE)

ADDRESS: _____
(P.O. BOX or STREET) (CITY) (STATE) (ZIP)

DATE OF BIRTH: _____ PARENT(S)/GUARDIAN(S) NAME: _____

E-MAIL: _____ PARENT/GUARDIAN EMAIL: _____

Phone: (_____) _____ PARENT/GUARDIAN PHONE:(_____) _____

CUMULATIVE GPA: _____

CURRENT HIGH SCHOOL: _____ CURRENT GRADE _____

FACULTY REFERENCE: _____
(Name) (Email)

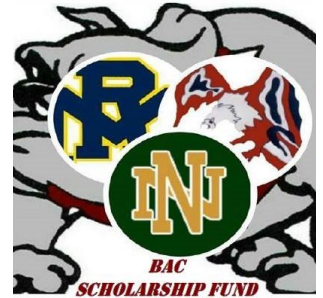
Submit completed application with ALL required
attachments via

e-mail to: bac@bacsf.org

by

Friday, February 8th, 2018

(use e-mail address above for any questions)



Internal Use Only:

Date Received: _____

Awarded: _____

Amount: _____