

# Reach High Scholars Program

## Program Director Job Description

**Reach High Scholars Program** (“RHSP”) is a nonprofit started in 2008. It supports Raymond, NH, students to “reach high” in their educational pursuits and helps them gain admission to top colleges that provide great educations and considerable need-based financial aid packages with low debt. Most of the students are from low-income families and will be first-generation in college. Several live with a single parent.

RHSP provides initiatives at no cost to the School District that are unique for a community like Raymond. The most important of these are: (i) summer boarding enrichment programs, primarily at St. Paul’s, Phillips Exeter 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) PSAT and SAT Boot Camps, (iv) the Reach High Scholars Club and (v) college visits and college fairs. 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 Director** (“PD”) to handle follow-up details in its various initiatives. The position requires someone interested in the pursuit of excellence in higher education, good interpersonal skills for dealing with a wide spectrum of ages and backgrounds and organizational abilities to juggle several balls at the same time.

Some of the work can be performed at home using a computer, the internet and telephone. Normally, the PD would be at RHS about twice per week during the school year to deal directly with the staff and students. Additional visits will be necessary from time to time to deal with the inevitable issues that arise. There also is some travel involved, primarily to take RHSP members to visit colleges within a two-to-three-hour drive from Raymond.

The current Program Director, Elizabeth Holcomb, has been in the position for three years and wants to reduce her involvement over the next few months as a successor phases into the role.

Interested parties should send their resumé by email to John McDaniels, Chairman of RHSP: [jmcdaniels@reachhighscholars.org](mailto:jmcdaniels@reachhighscholars.org). The structure and amount of compensation will be determined based on the qualifications of the applicant and a more precise description of the work to be performed.

1.24.19