



## Hampton Roads Community Action Program

2410 Wickham Avenue  
P.O. Box 37  
Newport News, VA 23607

### JOB DESCRIPTION

**Position:** Project Discovery Assistant

**Location:** Newport News, VA

**Component:** Education and Training Services

**Summary/Objective:** Responsible for assisting the Program Coordinator/ Director in the implementation and administration of the Project Discovery Program to assist low-income and potential first generation college youth in exploring the post-secondary option and to promote a statewide replication.

**Qualifications:** Two years of college required with a concentration in Counseling, Human Services, Psychology, Education and/or related field. Experience working with youth extremely helpful. Enjoy working with people. Sensitivity and respect for individuals from varying socioeconomic, cultural, racial ethnic, religious and environmental backgrounds. Valid VA driver's license and a good driving record.

**Duties:** Assist with recruitment, screening, and enrolling middle and/or high school students into the Project Discovery Program. Assist in preparing materials for workshop topics on: goal setting, study skills, preparing for high school and/or college, career planning, decision making, effective communication, etc. Assist with accurate caseload documentation on each student; records all contacts, meeting and services provided on appropriate forms as well as on the designated computer software as applicable. Must be able to organize and to maintain accurate records. Assists in providing monthly reports to Project Discovery, Inc. Assists in promoting and marketing the program in the community. Upon Supervisor's request, maintain ongoing contact with students whether it is through telephone contacts, written correspondences, and parental contacts. Must accompany students on college visits and field trips. Maintains confidentiality pertaining to any type of information on each student/ family; treat students and their families with dignity and respect; display a positive, caring attitude towards students and their families. Provide transportation for students to and from activities. Maintains agency's vehicle on an ongoing basis by performing pre- and post -trip inspections; and notifies Immediate Supervisor of any problems regarding vehicle. Maintains a mileage log on an ongoing basis. Attends training, workshops and in-services as required to the job. Prepares and assists in the end of the year annual event. Assists in other duties as assigned.

**Salary:** \$26,844 with Benefits. Thirty (30) hours per week.

**Application:** Qualified individuals should apply at the Downing Gross Cultural Arts Center located at 2410 Wickham Avenue, Newport News, VA. 23607. Office hours are 8:00 a.m. to 5:00 p.m., Monday through Friday. You can also visit: [www.hrcapinc.org](http://www.hrcapinc.org) to print out an application and mail to P.O. Box 37, Newport News, VA, 23607. You can also email all applications to [hrcapresume@hrcapinc.org](mailto:hrcapresume@hrcapinc.org)

**Closing Date:** Applications accepted until position is filled.