



job announcement

Posted: 07/24/2023

VITA Tax Site Coordinator

(Part-time, independent contractor)

Tempe Community Council (TCC) operates the Tempe Volunteer Income Tax Assistance (VITA) tax site and is in search of a motivated individual to serve as Site Coordinator. This position is providing coordination, organization, and supervision for all aspects of the IRS VITA site operation. The Site Coordinator works with the Program Coordinator to ensure that the program is fully staffed by trained and certified volunteers and is set up and operational for the time established by TCC.

This position will be compensated at a rate of \$32.00/hour, approximately 200 hours per year. Days and number of hours per week will vary based on time of year and needs of program. Hours will include evenings and Saturdays as needed. Position begins before and concludes after the VITA tax site's scheduled dates of operation; generally, December–April.

Essential Duties & Responsibilities

- Open, supervise and close the site every day of operations including printing daily appointment schedules.
- Oversee the greeting, screening, preparing and Quality Review personnel and make decisions regarding clients with missing or required documents.
- Work with Program Coordinator and TCC staff to recruit, train and oversee site volunteers, and ensure all shifts are created in the Tempe Community Council volunteer management program.
- Ensure that the site is safe and secure and handle any health or safety concerns.
- Work with Program Coordinator to coordinate all aspects of the move in and out of the room that meet all requirements of the host site.
- Provide oversight and monitor the status of all returns, ensure that they are all transmitted and accepted, and handle all needs of rejected returns.
- Oversee all aspects of the virtual return process.
- Work with the Program Coordinator and TCC staff to arrange hours and establish an appointment schedule.
- Work with Program Coordinator to ensure the confidential handling and shredding of confidential information.
- Order all training materials and software licenses as necessary.
- Collect Volunteer Agreements from all volunteers.
- Develop the training schedule and training sessions for all volunteers.
- Post all required signage at the site.
- Perform related duties as assigned.

Minimum Experience & Training

- High School diploma.
- 1-2 years of progressively responsible experience in a program setting.
- Basic tax knowledge (Form 1040 and supporting schedules).
- Experience with the virtual tax return process.
- Strong organizational, time management and communication skills.
- Ability to obtain IRS VITA tax certification.
- Ability to obtain Sprintax software program certification.
- Aptitude and passion for community-based programs.

- Ability to work a flexible schedule which will occasionally include evenings and weekends.
- Must have valid driver's license and reliable transportation.

Suitable work experience may be considered as transferable skills to meet minimum requirements of the position and will be considered by TCC Executive Director and supervising staff

Desired Experience & Training

- Prior participation as a volunteer or working with volunteers.
- Prior involvement with non-profit or community-based programs.
- Over three years of tax return preparation experience.
- Data collection and reporting.

To apply for this position, submit a resume and cover letter to tccinformation@tempe.gov.

Closing Date: Open until filled.

Questions?

480.858.2300 | tempecommunitycouncil.org

Equal Employment Opportunity - *Tempe Community Council (TCC) is an Equal Opportunity / Reasonable Accommodation employer. TCC does not discriminate on the basis of race, color, gender identity, sexual orientation, religion, national origin, familial status, age, disability, and United States military veteran status. Pursuant to the Americans with Disabilities Act, TCC will make a reasonable accommodation(s) during the recruitment and selection process. Persons with a disability may request a reasonable accommodation by contacting TCC at 480-858-2300. Requests should be made as early as possible to allow time to arrange the accommodation.*