

Open Date: 09-24-24

## VITA Tax Site Coordinators

(2 Part-time, independent contractors)

Tempe Community Council (TCC) operates the Tempe Volunteer Income Tax Assistance (VITA) tax site and is in search of two motivated individuals to serve as Site Coordinators. These positions provide coordination, organization, data collection, training, and supervision for all aspects of the Internal Revenue Service (IRS) VITA site operation. The Site Coordinators work together to ensure that the program is fully staffed by trained and certified volunteers and is set up and operational for the times and duration established by TCC.

These positions will be compensated at a rate of \$32.00/hour, for a total of approximately 650 hours per year to be divided between the two Coordinator positions based on experience and availability, mostly between the months of December and April. Days and number of hours per week will vary based on time of year and needs of program. The hours will include evenings and Saturdays as needed during the tax season. Positions begin before and conclude after the VITA tax site's scheduled dates of operation.

### Essential Duties & Responsibilities

- Open, supervise and close the site every day of operations including printing daily appointment schedules.
- Oversee site operations and ensure adherence to all Quality Site Requirements.
- Oversee the greeting, screening, preparing and Quality Review personnel and make decisions regarding clients with missing or required documents.
- Work with TCC staff to recruit, train, and oversee site volunteers, and ensure all shifts are created in the Tempe Community Council online volunteer management program.
- Manage records on volunteer certification and collect Volunteer Agreements from all volunteers.
- Develop the training schedule and training sessions for all volunteers.
- Ensure that the site is clean, safe, and secure and handles any health or safety concerns.
- Work with TCC 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, and oversee all aspects of the virtual return process.
- Attend monthly Arizona VITA meetings.
- Arrange assistance for ASU in preparing their international student tax returns.
- Work with TCC staff on purchasing and processing of payments for necessary expenses and to regularly monitor supplies and coordinate purchases.
- Work with the TCC staff to arrange hours and establish a tax appointment schedule.
- Oversee and ensure the confidential handling and shredding of confidential information.
- Collect all required data and information and submit it to TCC staff on a regular basis and/or as requested.
- Order all training materials and software licenses as necessary.
- Perform related duties as assigned.

### **Minimum Experience & Training**

- Bachelor's degree or equivalent experience.
- 1-2 years of progressively responsible experience in a program setting.
- Basic knowledge of forms/laws used to prepare a simple personal income tax return.
- Ability to obtain advanced IRS VITA tax certifications of code of conduct, intake/interview, and site coordinator.
- Proficient in Microsoft systems such as Outlook, Word, and Excel.
- Possesses excellent, efficient organizational skills.
- Proven strong communication oral and written communication skills.
- Understand the managing and tracking of inventory.
- Experience with the virtual tax return process.
- Strong organizational, time management and communication skills.
- 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 a valid driver's license and reliable transportation.

***Suitable work experience may be considered as transferable skills to meet the 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.
- Knowledge of, and/or experience with a VITA tax site.
- Data collection and reporting.

**To apply for this position, submit a resume and cover letter to [tccinformation@tempe.gov](mailto:tccinformation@tempe.gov).**

**Closing Date:** Open until filled. First review of applications will be October 18, 2024.

### **Questions?**

480.858.2300 | [tempecommunitycouncil.org](http://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.*