



Volunteer Opportunity: Volunteer Site Coordinator

Program Description

Earn It Keep It SAVE It, a United Way of Southern Nevada collaborative, offers free tax help to people who qualify. In addition, valuable community information is disseminated to families who utilize the Earn It Keep It SAVE It (EIKISI) services.

Position Overview

The Volunteer Site Coordinator provides coordination, organization, and supervision for all aspects of EIKISI site locations, from the establishment of the site in the community to overseeing the site operation during the filing season.

Duration of Opportunity

- Mid- January through April 15; renewable upon agreement with Earn It Keep It SAVE It
- The Volunteer Site Coordinator position requires a varied schedule dependent upon EIKISI site during the tax season.

Essential Functions

- Attend IRS SPEC Site Coordinators training.
- Maintain a positive relationship with the local IRS SPEC office for obtaining site materials and other pertinent information.
- Provide current site operating date and immediately notify IRS SPEC contact of any necessary changes.
- Develop and maintain schedules for volunteers to work at site(s).
- Collaboratively work with the Volunteer Center of Southern Nevada to obtain listing of volunteers that have successfully passed the volunteer tax training and certification.
- Maintain detailed contact information on site volunteers for efficient scheduling.
- Ensure free services are provided to all qualifying taxpayers.
- Ensure that adequate volunteer coverage (including greeter, screener, preparer and quality reviewer), supplies, and equipment is scheduled/maintained at EIKISI sites.
- Act as liaison between volunteers, the host site and relevant sponsors, stakeholders (including the IRS) and/or partners.
- If necessary, compile timely statistical reports and provide to relevant sponsors, stakeholders (including the IRS) and/or partners.
- Monitor sites to ensure that the intake process includes the use of an intake sheet for every return, a quality review is being conducted, privacy is being maintained and the site identification number is being annotated on each return.
- Attend basic and intermediate tax law and computer tax preparation training, including the use of electronic filing software in December and/or January.
- Successfully pass a test on required tax law knowledge.
- Establish a quality review process or procedures for the site.
- Ensure that all Volunteer Tax Preparers are aware of the Quality Review procedures.
- Timely review of all tax returns for accuracy before the returns are provided to the taxpayer and/or are electronically filed.
- Provide feedback to Volunteer Tax Preparers regarding errors made on tax returns prepared at the site.
- Maintain confidentiality of taxpayer information.
- Adhere to Title VI by not denying service to anyone based upon race, color, sex, age, national origin or disability.

Qualifications

- Basic tax knowledge (Form 1040, Form 1040A, and Form 1040EZ). (Basic tax training will be provided as needed)
- Previous VITA volunteer for a minimum of 1 year
- Available at least 4 to 6 hours per week during tax season
- Basic computer skills for inputting tax return information
- Ability to deal with the public in a helpful and supportive manner
- Pride in performing tasks completely and accurately
- Friendly, dependable and flexible
- Bi-lingual a plus

Support Provided

- Orientation, training and on-site support will be provided

Benefits:

- Increased knowledge of tax preparation and basic tax law.
- Certificates of appreciation and acknowledgement from local elected officials and the IRS