

VITA Site Coordinator for a location in Belle Glade

We are seeking to fill a temporary, part-time, VITA SITE Coordinator position for a site located in Belle Glade. This position is seasonal from January 18 – April 18, 2020., working 25-28 hours per week. If you know someone who may be interested, please have them apply by clicking the APPLY HERE link at the bottom of the ad.

VITA Site Coordinator

The Site Coordinator is responsible for planning, organizing, supervising and promoting all aspects of the VITA program for one specific site located within Palm Beach County. We are seeking a part-time, temporary site coordinator for a site located in Belle Glade, Florida. The position is January 18 to April 18, 2020, 25-28 hours per week. Must be willing to work daytime hours, evenings and Saturdays.

Responsibilities

In conjunction with the VITA site “host” or main contact/responsible party, define, schedule, and implement major VITA site plans and activities:

- Site operations (hours, logistics)
- Equipment and materials needed
- Staffing requirements
- Community outreach

Manage the site and supervise the volunteers and their activities

- Ensure that sites are open as scheduled and adequately staffed
- Maintain a list of all volunteers scheduled for each date and their cell and/or home phone numbers and e-mails
- Ensure sufficient tax forms and supplies are ordered and available
- Establish an on-site quality review system
- Report all Volunteer hours to United Way Volunteer Center Manager for recording

Ensures compliance with IRS rules for e-filing at the VITA site, including:

- Ensures all data collection occurs at the site
- Ensures all **completed** tax returns are transmitted at the end of each day and maintains a report of these returns
- Ensures rejected returns are either corrected or the affected taxpayer contacted

In conjunction with the VITA site “host” or main contact/responsible party, ensure the success of the site through effective outreach to the targeted community

- Ensure community awareness of the VITA site
- Ensure the community has the knowledge to effectively utilize the VITA site (what forms and documents to bring, whether an appointment must be schedule, what signature(s) are required on the tax returns, etc.)
- During the tax filing season, monitor effectiveness of site outreach activities and modify or enhance as necessary to maximize utilization of the site by the targeted community

Standards

Ability to work in a team environment and work with / supervise volunteers
Good organizational, time management, interpersonal and communication skills
Ability to work independently

Education/Experience

Strong organizational, time management, interpersonal and communication skills
Flexible to changes, able to work independently and have strong problem-solving skills
Computer savvy
Familiarity with TaxSlayer, Microsoft Windows/Office Environment
High-school graduate (or G.E.D.) is required
Bi-lingual is highly desired (Spanish or Creole)

Training Requirements

- Take and pass all portions of training
- Volunteer Standards of Conduct, Intake/Interview and Quality Review
- VITA advanced tax law, Cancellation of Debt, HSA and Site Coordinator courses
- TaxSlayer electronic filing course
- One-on-one training with local IRS SPEC staff and/or other site coordinator

Physical Requirements

With or without reasonable accommodation, employees in this position must be able to sit and type at a computer terminal for up to 8 hours per day with appropriate breaks and perform tasks that require fine dexterity and repetitive motions using the arms, hands, wrists and fingers, and lifting up to 25 lbs. Further details of established essential functions for this position will be addressed/discussed during the interview process.

United Way of Palm Beach County is an Equal Opportunity Employer. All qualified applicants are encouraged to apply and will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, protected veteran status, or any other legally protected characteristic or status.

APPLY HERE

Donna Denney, PHR, SHRM-CP

Director of Human Resources & Administration

United Way of Palm Beach County

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