

# **Volunteer Income Tax Assistance Program Volunteer Site Coordinator Job Description**

## **Purpose:**

Site coordinators are responsible for program coordination and various administrative duties associated with managing a volunteer income tax assistance (VITA) site. The Riley County VITA site coordinator would work closely with the Riley County Extension Director to manage the site.

## **Appointment:**

The site coordinator's responsibilities would be for approximately a 6-month period, from November to April. This is a volunteer position. If the site coordinator desires, the Extension Director is willing to work with the volunteer and his/her academic advisor to see that the coordinator receives academic credit for the work.

## **Responsibilities:**

- Plan, organize, supervise and promote the VITA program.
- Ensure that the site services are free for all taxpayers who qualify for assistance.
- Assist with recruitment and training of volunteer tax preparers.
- Ensure all volunteers preparing or correcting returns or conducting quality reviews are certified by the IRS.
- Ensure that the site opens as scheduled, is adequately staffed and has sufficient supplies.
- Coordinate the schedule of appointments for the VITA site.
- Communicate site expectations such as appointment times and materials needed to tax payers.
- Provide technical assistance to volunteer tax preparers.
- Help to make sure that the site conforms to IRS guidelines.
- Assist with the timely review and electronic filing of tax returns using a computer system, and resolve rejected returns as necessary.
- Assist with compiling statistical reports to share with partners and stakeholders.
- Plan a recognition event for site hosts, volunteers and other VITA partners.

## **Skills & Knowledge Needed:**

- Organizational and leadership/management skills.
- Basic tax knowledge. Basic tax training and certification will be provided.
- Willingness to share time, skills and interests.
- Basic computer skills for inputting tax return information.
- Pride in performing tasks completely and accurately.
- Ability to deal with volunteers, stakeholders, partners and the public in a helpful and supportive manner.

## **Time Commitment:**

### **Contact Person:**

Jennifer Wilson  
County Extension Director  
Riley County K-State Research & Extension  
110 Courthouse Plaza, Rm. B220  
Manhattan, KS 66502  
785-537-6350  
jrwilson@ksu.edu