Job Description - United Way VITA Seasonal Assistant

Job Title: VITA Program Assistant  Status: Seasonal Part-time
Department: Volunteer Center
Reports to: Volunteer Engagement and VITA Program Manager
Location: Lee, Hendry, and Glades Counties
Start Date: January 3, 2023
Application Deadline: December 20, 2022
Submit Cover Letter and Resume: MaryM@UnitedWaylee.org
Compensation: $18/hour  20 hours per week

ABOUT UNITED WAY OF LEE, HENDRY and GLADES

United Way of Lee, Hendry, and Glades (UWLHG) is a volunteer driven organization dedicated to improving the quality of life for all people in our community. This is accomplished through fundraising, fund distribution (90+ partners), community building, volunteer advancement, and information and referral. UWLHG is an $16 million nonprofit social services organization, with 70+ employees in four locations with the main campus being located at 7273 Concourse Drive, Fort Myers, FL. The majority of funding is from private donations although UWLHG also receives local, state, and federal grants.

Purpose:
To assist with all aspects of the United Way based Volunteer Income Tax Assistance (VITA) program.

Summary:

The United Way of Lee, Hendry, and Glades Volunteer Center connects people to meaningful volunteer opportunities and helps nonprofits and other organizations to engage volunteers effectively, as well as offers free tax preparation services to low- and moderate-income taxpayers throughout Lee, Hendry, Glades, and Charlotte counties by implementing the IRS VITA program. The VITA Program Assistant is responsible for assisting the VITA Manager with establishing positive relationships with the VITA volunteers, partner agencies, and organizations; and assisting with providing coordination, organization, and communication for VITA site operation.

Essential Functions:

• Assist with mobile tax events.
• Fill in as a Site Coordinator or in other VITA volunteer capacity when a site is short-handed.
• Help keep sites stocked with supplies.
• Check up on sites, take photos for end of season celebration
• Assist with answering and returning client calls regarding tax questions.
• Other duties as assigned

As Volunteer Income Tax Assistance (VITA) Program Assistant:
• Completes Advanced and Site Coordinator VITA training and certification (training provided).
• Communicates with the VITA Program Manager, Volunteers & Site Coordinators on a regular basis.
• Assists with on-site and on-call management during VITA hours, which will include weekday evenings and Saturdays during tax season.
• Prepares tax returns, ensures that all IRS procedures are followed, and maintains the confidentiality of sensitive client documents
• Assists with ensuring that VITA sites all open as scheduled and are adequately staffed.

WHAT ARE THE REQUIRED QUALIFICATIONS?
• High School diploma
• Strong analytical and problem-solving skills.
• Strong organizational, time management, interpersonal and communication skills.
• Able to work independently.
• Able to work well with diverse populations of clients and volunteers.
• Decisive and resourceful individual with the willingness to accept responsibility and take charge of results.
• A doer and team player who is inclusive, flexible, creative, positive, and energetic
• Must be available to work flexible hours, including evenings and Saturdays
• Must have valid Florida driver’s license with a driving record that meets our insurance guidelines
• Experienced with the VITA Program and tax preparation is preferred, but not required.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, talk and/or hear. The employee is frequently required to use finger and hand motion and occasionally to stand, walk and reach with hands and arms. The employee must frequently lift and/or move up to 30 pounds and occasionally lift and/or move up to 40 pounds. There may be additional physical requirements associated with volunteer event. Specific vision abilities required by this job include close vision, distance vision, depth perception and ability to adjust focus.

Requires talking, hearing and visual acuity sufficient to perform these major functions in the office, at project sites, events and in offsite meetings.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This job operates in a professional office environment, off site venues and outside event areas in various weather conditions. This role routinely uses standard office equipment such as computers, phones and photocopiers.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.
This is an hourly part-time, seasonal position beginning January 3rd through April 30th 2022, but the position may be extended if tax season is extended. Anticipated work week will be 20 hours with days and hours of work generally being between Monday through Friday from 8am and 5pm, but hours may vary to include some evening and weekend hours during tax season as job duties demand.

United Way is an equal employment opportunity employer and does not discriminate against any person because of race, color, creed, religion, sex, national origin, disability, age, genetic information or any other characteristic protected by law. This nondiscrimination policy extends to all terms, conditions and privileges of employment as well as the use of all company facilities, participation in all company-sponsored activities, and all employment actions. United Way will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship.

Additional information:

UWLHG is an exceptional workplace that can provide you with:

• Opportunity to work with smart, passionate, and enthusiastic team members and volunteers
• Working with diverse staff and other constituents
• Culture of high-performance expectations and accountability
• Exciting and challenging work
• Opportunity to help solve the community's toughest problems
• Competitive pay that is commensurate with demonstrated successful performance and experience