

Posted: 08-20-25

VITA Program Coordinator

(Part-time, independent contractor)

Tempe Community Council (TCC) operates the Tempe Volunteer Income Tax Assistance (VITA) tax preparation site and is in search of a motivated individual to serve as a Program Coordinator. This position is responsible for assisting with coordinating and developing all operational aspects of the IRS VITA tax site in collaboration with the VITA Site Coordinator (SC) and under the supervision of TCC staff. The Program Coordinator (PC) receives direction from the SC to ensure that the program is fully staffed by trained and certified volunteers and is set up and operational for the time established by TCC. This position manages processes of the day-to-day operation of the site including data collection, quality oversight, management of volunteer records and IRS forms and documents.

This position will be compensated at a rate of \$32.00/hour, with a maximum of 300 hours per year between the months of September and May. Days and number of hours per week will vary based on time of year and needs of program. Hours will include evenings and Saturdays during the tax season. Position begins before and concludes after the VITA tax site's scheduled dates of operation.

Essential Duties & Responsibilities

- Attend monthly Arizona VITA meetings
- Work with SC to coordinate all aspects of the move in and out of the room that meet all requirements of the host site.
- Acquire and monitor all inventory necessary to the functionality of the VITA program.
- Work with SC and TCC staff to recruit, train and oversee site volunteers.
- Manage records on volunteer certification and collect Volunteer agreements.
- Collaborate with SC to aid ASU international students in preparing their nonresident student tax returns.
- Coordinate with TCC staff on purchasing and processing of payments for necessary expenses.
- Visit the Tempe VITA site a minimum of once per week while the site is open to monitor site performance and staffing
- Provide coverage for SC role if needed.
- Assist SC in managing volunteer management system and ensuring volunteers are entering hours into the system.
- Assist SC with the inventory of all VITA equipment and supplies at set up and close out and submit requests to TCC staff for any necessary purchases.
- Prepare all required IRS reports and documents and reports requested by TCC staff.
- Partner with TCC staff and SC to coordinate end of tax season volunteer appreciation event.
- Perform related duties as assigned.

Minimum Experience & Training

- Bachelor's degree or equivalent experience.
- 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.
- Previous VITA experience including working with volunteers, quality reviewing and follow-up with tax clients regarding issues with preparation and/or submission.
- Proficient in Microsoft systems such as Outlook, Word, and Excel.

- Possesses excellent, efficient organizational skills.
- Proven strong communication oral and written communication skills.
- Aptitude and passion for community-based programs.
- Ability to work a flexible schedule which will occasionally include evenings and weekends.
- Must have valid driver's license and reliable transportation.

Suitable work experience may be considered as transferable skills to meet minimum requirements of the position and will be considered by TCC Executive Director and supervising staff

Desired Experience & Training

- Knowledge of or certification in Sprintax software program.
- Prior participation as a volunteer or working with volunteers.
- Prior experience with non-profit or community-based programs.
- Tax return preparation experience.
- Data collection and reporting.

Applicant Requirement:

Requires successful completion of selection process, completion of background investigation and verification of identity/work authorization.

To apply for this position, submit a cover letter and resume to ann.didomenico@tempe.gov.

Closing Date: Open until filled. First review of applications will be September 15, 2025.

Questions?

480.858.2300 | 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.*