

September, 2026

VITA Tax Site Assistant

(part-time, independent contractor)

Tempe Community Council (TCC) operates the Tempe Volunteer Income Tax Assistance (VITA) tax site and is in search of a motivated individual to serve as a Site Assistant. This position is responsible for assisting the VITA Site Coordinator and under the supervision of TCC staff. The Site Assistant works with the Site Coordinator to ensure that the program is fully staffed by trained and certified volunteers and is set up and operational for the times established by TCC. This position is also responsible for a variety of duties pertaining to the physical needs of the space and helps with opening and closing procedures each day.

This position will be compensated at a rate of \$25.00 - \$30.00/hour depending on experience. Time commitment is approximately 150-250 hours between December 2026 – May 2027. Days and number of hours per week will vary based on needs of program. Hours may include evenings and Saturdays as needed. The VITA tax site is located at Gracie's Village Community Room, 1540 E. Apache Blvd., Tempe.

Essential Duties & Responsibilities

- Assist TCC staff and VITA Site Coordinator with coordinating the move in and out of the program room.
- Assist the Site Coordinator with monitoring inventory necessary to the functionality of the VITA program.
- Ability to step into Site Coordinator role as needed for emergencies and unexpected absences.
- Work with Site Coordinator and TCC staff to recruit, train and oversee site volunteers.
- Assist the Site Coordinator in developing supplemental training for volunteers that is not included in IRS certification training.
- Assist with managing volunteer certification records.
- Coordinate with TCC staff to purchase and stock refreshments for VITA volunteers and report to TCC staff when additional items are needed.
- Ensure volunteer refreshments are out for volunteers, and kitchen area is kept clean and organized.
- Communicate with Site Coordinator and TCC staff regarding cleaning needs and necessary supplies.
- Assist Site Coordinator in the inventory of all VITA equipment and supplies at set up and close out and submit requests to TCC staff for any necessary purchases.
- Assist with coordinating the 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.
- Experience as a volunteer or contracted employee at a VITA tax site.
- Ability to obtain advanced IRS VITA tax certifications including code of conduct, intake/interview and site coordinator.
- Proficient in Microsoft systems such as Outlook, Word, and Excel.
- Possess excellent, efficient organizational skills.

- Proven strong communication oral and written communication skills.
- Understand the managing and tracking of inventory.
- 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

- Prior involvement as a volunteer or working with volunteers.
- Prior involvement with non-profit or community-based programs.
- Previous involvement at a VITA tax site as a Site Coordinator or Program Coordinator.

To apply for this position please visit:

<https://www.tempecommunitycouncil.org/job-posting-tax-site-assistant/>

Closing Date: Open till need is met.

Questions?

480.858.2313 | ann_didomenico@tempe.gov

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*