



Volunteer Description - Site Coordinator

Program:

“It’s Money in Your Pocket” is a county-wide effort to offer free tax help to low and moderate income residents of Butler County. **Our goal is simple: to ensure that people file their taxes, take advantage of all the credits for which they are eligible and do not pay outrageous filing fees to commercial tax preparers.** The tax preparation sites will be located throughout the county. Volunteer Tax Preparers who have been trained by the IRS will prepare tax returns and file them electronically, so the filer can expect a quick refund. We will also offer banking services so filers who do not have a bank account can open an account and choose to have their returns deposited directly into their account.

Purpose of Position:

Provide coordination, organization and supervision of an established tax preparation site.

Length of Appointment:

October through December - training and preparation for tax season

January through April - supervision of tax preparation site

Responsibilities:

- Attend the Site Coordinator training offered by the IRS
- Supervision and coordination of the set-up of the tax preparation site:
 - Work with the Volunteer Computer Specialist to ensure all computers are properly set up for tax preparation
 - Order all necessary publications, support materials, and forms from the IRS
 - Organize and conduct a training for the site Greeters

- Management of the daily operation of the tax preparation site:
 - Ensure the site is opened and closed in a timely manner
 - Ensure adequate supplies and equipment are ordered and maintained at the site
 - Monitor taxpayer traffic against available volunteers to facilitate efficient customer service
 - Create and maintain a professional and courteous atmosphere at the site
- Management of all volunteer activity for the tax preparation site:
 - Develop and maintain schedules for Volunteer Tax Preparers, Volunteer Tax Experts and Greeters to work at the site
 - Ensure adequate volunteer coverage for all positions
 - Forwarding completed *Form 13206 - Volunteer Assistance Summary Report* to the SPEC Territory Manager
- Act as liaison between Volunteer Tax Preparers and the Volunteer Computer Specialist to ensure that all technical issues are dealt with in a timely manner
- Act as liaison between volunteers and the IRS and the Volunteer Committee Chair to ensure that volunteer concerns are addressed

Qualifications:

- Organizational and leadership/management skills.
- Willingness to share time, skills, and interests - e.g. spend time each week performing Site Coordinator duties.
- Pride in performing tasks completely and accurately.
- Ability to deal with volunteers, stakeholders, partners and the public in a helpful and supportive manner.
- Friendly, dependable and flexible.

Support Available:

- Orientation, technical, on-site and training support will be provided by the IRS, site sponsors, stakeholders and/or partners.

Time Requirement:

- Completion of the Site Coordinator training
- Completion of Tax Wise training (not tax law training)
- We hope to have 2-3 Site Coordinators for each site, so that the duties can be shared throughout tax season. There are 13 Saturdays in the tax filing season. We hope to have each site open every Saturday for 3-6 hours at a time. Some sites may also have weekly evening hours.