



United Way  
of Frederick County

**POSITION TITLE:** VITA Program Manager  
**REPORTS TO:** Director of Community Impact  
**POSITION TYPE:** Part-Time Seasonal  
**FLSA:** Non-Exempt

*United Way of Frederick County mobilizes the caring power of our whole community to improve lives.*

#### **GENERAL DESCRIPTION/POSITION SUMMARY**

The VITA Program Manager is responsible for overseeing, managing and training all volunteers for the VITA program. They will keep current on tax law and Prosperity Center financial stability services and insure that volunteers are informed of both. They will recommend and implement creative solutions to enhance and administer the program with efficiency.

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#### **KEY RESPONSIBILITIES & DUTIES:**

- Oversee, manage, and train volunteers.
- Ensure quality, accuracy, security and compliance of tax returns.
- Manage successful coordination of tax preparation sites and volunteers.
- Keep informed of changes in tax law and convey changes to volunteers.
- Inform and encourage clients to utilize Prosperity Center financial services.
- Establish the appointment schedule for each site and continue to update and monitor.
- Assist in obtaining volunteers and marketing the VITA program.
- Establish and monitor the VITA budget.
- Obtain a successful post-tax season audit.
- Be a strong ambassador for the VITA program and United Way.

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#### **QUALIFICATIONS & SKILLS:**

- Bachelor's degree in Business or Accounting preferred.
- Tax or project management experience.
- Volunteer management or extensive volunteer experience.
- Ability to pass IRS Advance level tax preparer open-book test.
- Supervision/Management/Leadership experience.
- Ability to organize work load and work effectively and produce measurable results with minimal supervision.

Applicants should email interest letter and resume to Joyce Kwamena-Poh, [jkwamenapoh@uwfrederick.org](mailto:jkwamenapoh@uwfrederick.org) with VITA Program Manager in the Subject Line. Application deadline August 26, 2022. EOE.