



POSITION TITLE: Volunteer Income Tax Assistance (VITA) Program Manager
REPORTS TO: Director of Community Impact & Grants
POSITION TYPE: Part-Time Seasonal, October 2022 – May 2023
With opportunity for renewal for following year
SCHEDULE: Partially Flexible Schedule
Peak season/tax season, February 1 – April 15, up to 28hrs/wk
Non-peak season up to 10hrs/wk
PAY: Hourly, \$25 - \$30 commensurate with experience
FLSA: Non-Exempt

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

GENERAL DESCRIPTION/POSITION SUMMARY

The VITA (Volunteer Income Tax Assistance) Program Manager is responsible for overseeing, managing, and training all volunteers for the VITA program. They will keep current on federal and MD State tax law, including completing the IRS Advanced Tax Preparer Certification (open book exam, no fee). They will be responsible for making tax preparation/e-filing decisions in real-time. Those decisions – abiding by current law – will best serve our ALICE (Asset Limited, Income Constrained, Employed) clients, and ensure our 100% IRS Audit Rating. The Program Manager will also have an understanding of the UWFC’s Prosperity Center Financial Wellness Programs, thus ensuring that VITA volunteers and clients are informed as well. They will recommend and implement creative solutions to enhance and administer this program with the highest of accuracy and efficiency.

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 workload and work effectively and produce measurable results with minimal supervision.

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