BECOME A CITY OF PHOENIX VITA VOLUNTEER

Go to: phoenix.gov/volunteer and click on “Volunteer Now”

- Click on “Search for opportunities”

- This screen opens. **Under Title type in “VITA”**. You don’t need to fill out any other information in this section.
Your search under “VITA” should bring up the following search results. On the left menu, click “Log In”.

**Volunteer Income Tax Assistance Volunteers (VITA)**

**Location AZ**

**Description:**
The city of Phoenix’s Earned Income Tax Credit (EITC) Campaign provides public awareness of the EITC, free tax preparation and e-filing services through the Volunteer Income Tax Assistance Program (VITA), and asset building information which financially strengthens the community.

We are looking for individuals who are interested in volunteering, no prior tax experience is required, and FREE training is provided. If you are interested in volunteering, please sign up for an information session to learn more about the VITA program.

Below is a brief description of the volunteer roles available:

**LANGUAGE INTERPRETER**
* Speaks fluent English and can translate in Spanish, Chinese, or Sign Language
* Interprets taxpayer information
* Maintain confidentiality of taxpayer information

**GREETER/SCREENER**
* Greets the taxpayers and ensures all taxpayers checking in receive assistance
* Ensures the taxpayers have all required documents
* Maintain confidentiality of taxpayer information

**TAX PREPARE**
* Prepares basic or advanced 1040 tax returns and related schedules for eligible taxpayers
* Interviews taxpayers to determine if all income, deductions, and allowable credits are claimed
* Maintains confidentiality of tax payer information

**SITE COORDINATOR**
* Provides coordination, organization, and supervision of the VITA site and volunteers
* Ensures all volunteers adhere to the VITA Standards of Conduct and Quality Site Requirements
* Coordinates volunteer schedules
* Compiles reports on a monthly basis
* Maintains confidentiality of tax payer information

**QUALIFICATIONS**
* Ability to work as a volunteer one shift per week (4 hours), totaling 30 hours from mid January to April 15th
* Strong verbal and communication skills
* Good interpersonal skill and comfortable working with a wide range of people
* Ability to take initiative and work with minimal supervision
* Committed to strengthening families by increasing their self sufficiency
* Provide 24-hour cancellation notice when unable to volunteer at your site

**Minimum Age:** 16
**Volunteer Type:** Adult (18 - 64), Older Adult (65+)
**Commitment:** Weekly
**Department:** Human Services, VITA
• On the next screen, click “Apply to Become a Volunteer”

Welcome!
If you are already a volunteer, please log-in here or

Apply to become a volunteer

User ID

Password

Log in

Forgot your password?

Or Login using: Facebook Twitter

• The system will ask you four Code of Ethics questions and you will be required to answer. City of Phoenix does not require background and driving record checks for VITA volunteers. However, you’ll have to answer the questions as “yes” to continue with registration. When finished, click “OK”.

Welcome, Phoenix Volunteers

Thank you for your interest in volunteering for the City of Phoenix. As the fifth largest city in the United States, Phoenix would not have the ability to provide the outstanding level of services to our community without the dedication and commitment of thousands of volunteers each year. We are proud to provide our residents with a variety of opportunities to get involved and make a difference in your community.

We hope you will enjoy searching our volunteer website and that you will find a volunteer opportunity perfect for you!

Before you can register, you must read and adhere to the following:

City of Phoenix Code of Ethics:

“It is the policy of the City of Phoenix to uphold, promote and demand the highest standards of ethics. To that end, City volunteers should maintain the utmost standards of personal integrity, truthfulness, honesty and fairness in carrying out volunteer duties. This includes avoiding improprieties in a volunteer role and never using a volunteer position for improper personal gain. In addition, ongoing City volunteers may be required to participate in ethics training.”

Have you read and agree to abide by the City of Phoenix Code of Ethics for Volunteers?

Yes

Certain volunteer positions require us to obtain a transcript of your driving record and/or conduct a background check. Answering “no” to the questions below will preclude you from being placed in those positions, but you can still volunteer in others.

Some positions require us to perform a criminal and/or civil background check. Are you willing to let us obtain that?

Yes

Some positions require us to obtain a transcript of your driving record. Are you willing to let us obtain that?

Yes

I certify that all information contained herein is true to the best of my knowledge. I understand that all omissions or misstatements may result in termination of my volunteer service.

Yes

OK
Complete the Volunteer Application on the next screen ensuring to fill out areas marked with a *. Please include your email address and phone number so we can reach you. When you get to the Department Specific Questions of the application please click on “Human Services” and “VITA”. Under the VITA Volunteer Referral, please let us know how did you hear about VITA.

Make sure to write down your ID and password for future use.

If you have any questions, please contact sanida.starr@phoenix.gov or 602-262-4948.

Thank you!