



Hello Future VITA Volunteer,

We are reaching out to you because you have expressed interest in becoming a volunteer for City of Phoenix VITA (Volunteer Income Tax Assistance) program. This e-mail will give you more information about the program, volunteer positions available and how to sign up as a volunteer.

The VITA program offers free tax help to people who generally make \$54,000 or less, persons with disabilities and limited English speaking taxpayers who need assistance in preparing and e-filing their own tax returns. Volunteers receive free training to prepare basic tax returns. During the 2017-2018 tax season, our volunteers at 17 VITA sites assisted over 4,100 households who received close to \$6.2 million in tax refunds.

There are many different volunteer positions available with the VITA program:

Tax Preparer - Prepares basic 1040 tax returns and related schedules for eligible taxpayers. Volunteers will receive free classroom or online training offered in November and December to become IRS Certified Tax Preparers. We recommend volunteers who have no prior tax experience attend our classroom training. Tax professionals volunteering for VITA in this role might be eligible for Continued Education Credits.

Greeter - Greets taxpayers and helps them to check into the VITA site. Training will take place in January.

Screener – Screens taxpayer’s documents prior to them meeting with the tax preparer. Training will take place in January.

Site Coordinator- Provides general VITA site management including opening and closing the site and coordinating the volunteer coverage with assigned shifts. Answers tax law and TaxSlayer software questions. Site Coordinators must obtain advanced tax law certification, at the minimum. Training for this position begins in November.

Interpreter- Provides interpreting services for taxpayers seeking tax preparation services.

Tax Law Instructor/Assistant – Instructs tax law and tax preparation software. A sound knowledge of Tax Law and Adult Education Learning is necessary for Instructors and preferred for Assistants. Training takes place in October and November.

Once you identify a role that interests you please register on the City of Phoenix’s volunteer website, phoenix.gov/volunteer. Step by step instructions on how to register are included on the next page. If you have any issues registering, please do not hesitate to contact us.

You will receive a confirmation email and start receiving updates about our information sessions, training and Kick-Off event. Once you complete the registration process go to “My Opportunities” and sign up for an information session required for all new volunteers.

Training will be available, day, evening, and Saturdays at various locations throughout the city. For further questions or assistance, please e-mail us or call 602-262-4948.

BECOME A CITY OF PHOENIX VITA VOLUNTEER

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

- Click on “Search for opportunities”

HOW WILL YOU MAKE A DIFFERENCE IN YOUR COMMUNITY?

WELCOME.

Thank you for visiting Volunteer Phoenix, where you can search and apply for exciting volunteer opportunities throughout the city of Phoenix.

Q Search for opportunities

Log in

Hot Opportunities

Go back to phoenix.gov/volunteer

- This screen opens. Under Title type in “VITA”. You don’t need to fill out any other information in this section.

Volunteer Home | Volunteer Login

Please use the customized search features below to find the perfect opportunity for you. When you are ready to register for an opportunity you will be asked to complete our standard volunteer application. Please note some opportunities will require you to answer additional questions.

Search all opportunities: Search All

Search by Keyword:

Title: vita|

Description:

Search

Zip Code and Distance

Within 5 miles

of Zip Code:

General Interests:

(Check All That Apply)

Administrative/Clerical Homelessness & Poverty

Click on the map to search by district:

- Your search under "VITA" should bring up the following search results. On the left menu, click "Log In".


Volunteer Menu

- » Home
- » Opportunity Search
- » **Log In**

Search Results

[« Back to Opportunity Search](#)

Volunteer Income Tax Assistance Volunteers (VITA)



Location AZ

Zone: Council District 1, Council District 2, Council District 3, Council District 4, Council District 5, Council District 6, Council District 7, Council District 8, City Wide

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 tax payer information
- * Maintain confidentiality of taxpayer information

GREETER/SCREENER

- *Greetes the taxpayers and ensures all taxpayers checking in receive assistance
- *Ensures the taxpayers have all required documents
- * Maintain confidentiality of taxpayer information

TAX PREPARER

- *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

QUALITIFCATIONS

- * Ability to work as a volunteer one shift per week (4hours), 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

Opportunity Details

- 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.

Department Specific Questions

***For which departments would you like to volunteer?**

<input type="checkbox"/> Aviation	<input type="checkbox"/> Law Department	<input type="checkbox"/> Phoenix Convention Center
<input type="checkbox"/> City Council Office	<input type="checkbox"/> Library	<input type="checkbox"/> Planning and Development
<input type="checkbox"/> City Manager Office	<input type="checkbox"/> Mayors Office	<input type="checkbox"/> Police Department
<input type="checkbox"/> Fire	<input type="checkbox"/> Neighborhood Services	<input type="checkbox"/> Public Works
<input type="checkbox"/> Housing	<input type="checkbox"/> Office of Arts and Culture	<input type="checkbox"/> Water Services
<input checked="" type="checkbox"/> Human Services	<input type="checkbox"/> Parks and Recreation	<input checked="" type="checkbox"/> VITA

Please answer the following additional questions.

***VITA Volunteer Referral**

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

Thank you!