



ICS Volunteer Job Description Volunteer Income Tax Assistance - VITA

Job Title: VITA volunteer reports to Gary Henshaw, ICS Site Coordinator for United Way's Volunteer Income Tax Assistance program

Program: VITA

VITA training is offered through United Way of Tucson and Southern Arizona. ICS is a host site from January to mid-April each year on Wednesdays from 4 pm to 7 pm and Saturdays from 9 am to 1 pm.

Job Description:

. There are two main VITA volunteer jobs. Greeters: Provide check in for guests and make sure they have needed paperwork. Tax Preparers: Provide online data entry of tax information for guests. As a representative of ICS, ICS volunteers embody the ICS values of Respect, Integrity, Compassion, Collaboration, and Innovation.

Job Details:

- Complete the training provided by United Way of Tucson and Southern Arizona
- Gary Henshaw is the Site Coordinator and provides all information about training and site specifics

Volunteer Qualifications:

- Proficiency in completing United Way training
- Friendly and accessible for those who need their taxes done
- Availability on the needed days

Location: ICS NW office site for tax help. Training done with United Way per their schedule

Time Commitment: Training completed before start of tax season. Volunteering during tax season begins in January TBD on Wednesdays from 4 pm to 7 pm and/or Saturdays from 9 am to 1 pm, or as scheduled with Gary Henshaw, Site Coordinator