



United Way of Mid & South Jefferson County

in partnership with the IRS are looking for volunteers for VITA!!!

Volunteer Income Tax Assistance Program(VITA)

Contact: Karen Do @409-729-4040 or dokaren@sbcglobal.net



SITE COORDINATOR

- Responsible for planning, organizing, supervising and promoting all aspects of the community program. Also responsible for maintaining effective communication with the IRS office.
- Ability to motivate and get people involved.
- Ability to schedule volunteers and keep the site operating effectively during the tax

Tax Preparer

- Prepare tax returns for low to moderate income workers.
- Basic computer skills for using tax preparation software.
- We will help you get certified—basic tax preparation
- Self study may also be available.

Receptionist/ Greeter/ Screener

- Ability to welcome taxpayers with a customer friendly attitude.
- Assist clients with completion of an intake form.
- Organize taxpayer information to determine readiness to file a tax return (e.g. taxpayer has his/her ID, W-2 forms, Social Security cards, etc.).

Interpreters are also needed.