

United Way of Williamson County

Tax Site Intern Job Description

Spring 2019



Position: VITA (Volunteer Income Tax Assistance) Intern

Reports to & supervised by: Chief Executive Officer and Site Manager

Status: Internship, Part-time

Pay: Unpaid

Hours per week: 4 – 8 hours weekly from January through April 2019

Academic Credit: It is the intern's responsibility to work with the appropriate University staff to provide necessary documentation. The Chief Executive Officer and/or Site Manager will complete paperwork as provided and meet pre-determined deadlines as provided by intern.

Position summary: This internship will assist with the free tax preparation sites. The intern will be trained and certified to become a certified tax counselor assisting in sites in Williamson County. Site set up may be required.

Responsibilities:

United Way of Williamson County (UWWC) is seeking interns for Spring 2019 to work in one of our VITA free tax preparation sites. Responsibilities include:

- a. Complete required training and IRS certification as a tax counselor.
- b. Commit to working at least one 4-hour shift each week at a VITA site.
- c. Assist with the setup, operation and cleanup of the free tax preparation sites.

Skills/qualifications:

- Majors preferred (but not required): Finance, Math, Business, Economics, Accounting
- Be able to successfully complete 16-hours of training and pass an IRS certification test to become a tax counselor at a VITA site.
- Ability to provide quality, professional customer service to a variety of VITA Clients.
- Organized, flexible and patient; maintain a positive attitude and work well as a part of a team of volunteers.
- Responsible, professional work ethic.

- Ability to communicate effectively in both English/Spanish is helpful, but not required.

Physical requirements:

- This position requires sitting for extended periods of time while on the computer, bending to file, and lifting approximately 20 pounds. Reliable transportation will be necessary.

Additional information:

- This job description has been designed to indicate the general nature and level of the work and may not list all duties.
- This position does not guarantee future employment at United Way of Williamson County.

To apply for a VITA Tax Site Internship, please send your resume with a cover letter to email nicole@unitedway-wc.org or call (512) 255-6799.