EOE Statement:
We are an equal employment opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status or any other characteristic protected by law.

Overview:
Teton County Library’s mission is to foster literacy and lifelong learning, inspire creativity, and strengthen community. We view Teton County as a welcoming community inspired to pursue its passions; a place to forge connections, discover new ideas, and engage in civic life. Since 1938, we have grown from a single reading room in downtown Jackson to become a world-class, county-wide library system serving as Jackson Hole’s center for information, knowledge, and entertainment.

The Library is one of the most popular and valued services in Teton County. Library staff members are highly regarded by the public for their knowledge, quality of service, and caring. We work every day to foster and support a diverse, vibrant community and a strong, healthy democracy. We do this work guided by the principles of intellectual freedom, literacy and the love of learning, privacy and confidentiality, respect for community, strong partnerships and collaboration, and innovation.

The Library embraces IDEA (Inclusion, Diversity, Equity, and Accessibility) principles by working to eliminate barriers to access, providing staff and the public with opportunities for growth, and developing equitable access to the programs and services we offer the community. If you share these values and meet the qualifications, the Library invites you to apply for this position.

The Site Coordinator works with a dedicated and collegial group of highly qualified and supportive volunteers to provide free tax assistance to low and moderate income members of our community to prepare and file their federal income taxes.

Job Summary:
Under general supervision of the Library Volunteer Coordinator, provides coordination, organization, and supervision for all aspects of the VITA program. Tax expertise is not required, as training is provided, but becoming a tax nerd will be helpful! The Ideal candidate is someone who seeks to make a difference within our community.

Primary Duties and Responsibilities:
Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:

- Responsible for Site compliance with all IRS VITA requirements (per Site Coordinator Handbook).
• Ensure that VITA site operates as planned with adequate volunteer coverage, supplies, tax materials, and equipment.
• Lead, manage, train, certify and delegate responsibilities to 25-30 volunteers, supporting both on-site operations and remote volunteer tax return preparation.
• Update Site specific training yearly and execute online IRS/SPEC provided tax training.
• Coordinate and maintain communications and collaborations with various entities.
• Ensure Site and communications are accessible to Latino/immigrants and elderly.
• Manage budgets, expenses, and equipment inventories.
• Compile/report Site data, develop tax-season year end reports.
• Support client’s off-season, as required (done mostly remotely).
• Oversee and delegate certain responsibilities/functions to Assistant Site Coordinator and to experienced volunteers where appropriate.

Minimum Qualifications:

Education and Experience:
• High School Degree or GED equivalent.

Required Licenses and Certifications:
• Complete Site Coordinator training and certification requirements (on-line).
• Ability to pass IRS tax preparer certification test.

Required Knowledge/Skills:
• Computer and smart phone knowledge MS Office programs, Google Workspace (documents, spreadsheets, records), ZOOM (for meetings and training) and learn Tax Software.
• Strong organizational management and communications skills.

Physical Demands/Work Environment:
• During tax season, presence at TC Library Auditorium for Site operation hours 3 days a week for 4-6 hours.
• Pre-Tax Season (June thru August) Site Coordinator activities are minimal, then planning/coordinating ramps up September and can be accomplished mostly remote.
• Off Season (May-Oct) occasional support for taxpayer issues.

FULL-TIME/PART-TIME: Part-Time volunteer position with a stipend.

COMPENSATION: $11,500

APPLICATION DEADLINE: August 28, 2023

APPLICATION TO APPLY ON TETON COUNTY LIBRARY WEBSITE

Contact us at volunteer@tclib.org to request further information.