



# *Pittsylvania County Community Action,*

## Job Announcement

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**Job Title:** VITA Program Coordinator & Summer Feeding Monitor  
**Department:** VITA Tax Program & Summer Feeding  
**Supervisor:** Danville Office Coordinator/Administrative Planner  
**FLSA Status:** Non Exempt  
**Location:** Danville, Virginia  
**Hours:** Full-time 40 hrs. November 15<sup>th</sup> to May 15<sup>th</sup>  
Full-time 30 hrs. May 16<sup>th</sup> to November 14<sup>th</sup>  
**Annual Salary:** \$14.56 to \$17.56 per hour (depending on experience)

**VITA Coordinator Position Summary:** You have excellent organizational and leadership skills. You are the primary resource for sharing your knowledge of the program and are available to assist with any issues that may arise. IRS Tax Law certification is required for this position.

- Complete IRS certifications to include but not limited to:
  - Basic and Advanced Certifications
  - Intake and HSA Certifications
  - Site Coordinator Training
  - Standard of Conduct Training
- Conduct oneself in a professional manner
- Must pass criminal background check
- Attention to detail and completes quality work
- Ability to work independently
- Ability to complete advanced tax returns as needed
- Strong computer, organizational, interpersonal, time management and communication skills
- Understand how an all-volunteer staff works and enjoys helping others
- Friendly, dependable, and flexible
- Assist with flow of taxpayers
- Ensures that a quality review is conducted on every return prepared by volunteer tax preparers
- Ensures an intake form is completed with every tax return
- Occasionally assists with making tax appointments
- Answers taxpayer questions
- Assist Program Coordinator with rejected return
- Assist Program Coordinator with volunteer training
- Promotes VITA program throughout the community
- Adhere to all Civil Rights Protection laws



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**Summer Feeding Monitor Position Summary:** Checking site operations to make sure that the sites maintain adequate records and that the program is operating in accordance with the requirements;

- Conducting site training as necessary, including training on the nondiscrimination policy;
- Conducting pre-operational visits for new and problem sites
- Visiting all assigned sites within the first week of operation to ensure that the food service is operating smoothly and that any needed adjustments are made or problems resolved;
- Reviewing food service operations of all assigned sites within the first 4 weeks of operation to thoroughly examine the meal service from start to finish, correcting problems and providing additional training where necessary;
- Revisiting sites as necessary
- Reconciling any discrepancies in meal counts and records with the site supervisor;
- Suggesting corrective action to the site supervisor for problems encountered;
- Preparing reports of your site visits and reviews and ensuring that copies of the reports are included in an official file for each site; and
- Informing the sponsor about problems found at a site and ensuring that corrective action is completed and documented

**Qualifications: Must be able to prepare reports in a timely manner; experience working with a diverse population; must have a high school diploma with some college desirable.**

**Special Requirements: Must have reliable transportation, and insurance (will be reimbursed for mileage); valid Driving License.**

### **Education and/or Experience**

Associate's Degree and/or 3 years' experience in tax preparation experience, including working in a volunteer return preparation program plus two years of related experience including interviewing for the purpose of gathering and verifying pertinent information.

### **Application Process:**

Submit an agency application ([www.pccainc.org](http://www.pccainc.org)) 2 current letters of reference and resume to the following:

Pittsylvania County Community Action Inc.  
Attn: Victoria Minton, Human Resources Director  
PO BX 119  
Chatham, VA 24531  
Via email: [vminton@pccainc.org](mailto:vminton@pccainc.org)