United Way of Greater Toledo (UWGT) and Local Initiatives Support Corporation are seeking a full-time AmeriCorps member to serve as a Tax Preparation Volunteer Coordinator. The candidate will ideally begin service on October 1, 2019 and serve a minimum of 1700 hours though the end of his/her/their term on July 31, 2020. The exact start and end date is confirmed by the Member Agreement of Participation. The individual selected to serve is not considered to be an employee of UWGT or LISC.

**ORGANZIATION BACKGROUNDS**

United Way of Greater Toledo is a collaboration of community volunteers, health and human-service providers and donors throughout Lucas, Wood and Ottawa counties who are committed to changing lives. We work together to solve issues no single donor, charity or government agency can address alone. Over the past several years, United Way convened stakeholders from throughout the region to identify areas of great community need and developed LIVE UNITED 2020 five year community wide goals. Strategies have been identified in the intertwined focus areas of Education, Income, and Health that we must collectively focus on to achieve these goals.

With residents and partners, LISC forges resilient and inclusive communities of opportunity across America – great places to live, work, visit, do business and raise families. Over the last 38 years, LISC and its affiliates have invested approximately $20 billion in businesses, affordable housing, health, educational mobility, community and recreational facilities, public safety, employment and other projects that help to revitalize and stabilize underinvested communities. These investments have leveraged more than $60.4 billion in development activity and helped families and communities raise their standards of living. LISC investments impact the lives of nearly 7 million Americans. Headquartered in New York City, LISC’s reach spans the country from East coast to West coast in 35 markets and a Rural program making an impact in 2,100 counties. Visit us at [www.lisc.org](http://www.lisc.org)

**AMERICORPS MEMBER ACTIVITIES AND RESPONSIBILITIES**

The member selected to serve in this capacity will be responsible for:

* Recruiting, training, scheduling, and supervising volunteers in all positions related to the VITA program;
* Preparing some tax returns, as necessary, and answer questions pertaining to tax-related issues for taxpayers who qualify for the IRS VITA program;
* Being available on-site and/or via telephone at all times while sites are open during tax season;
* Assisting volunteers by troubleshooting minor issues with TaxSlayer software;
* Having completed Volunteer Standards of Conduct and Basic VITA certification;
* Obtaining Advanced Level, Health Savings Account, and Cancellation of Debt, and site coordinator IRS Training & Certification (offered free of cost through United Way) within a month of the position beginning or by December 31, 2019;
* Acting as a liaison between Volunteers, Host Site, United Way, and LISC;
* Monitoring sites to ensure all IRS quality site requirements are upheld;
* Assisting with monitoring and ensuring all tax returns are submitted and fixed (if needed) at each tax site

**PERFORMANCE, CAREER DEVELOPMENT, AND SERVICE REQUIREMENTS**

This is an AmeriCorps position. LISC and UWGT will not allow the member to engage in activities that are considered prohibited under the terms of the grant while serving as a LISC AmeriCorps member. Members will be provided with goal(s) at the onset of the service assignment based on the activities and responsibilities noted above. Members will track goal attainment monthly through an on-line system (training provided). Members will also discuss professional performance in the form of a mid-term and final appraisal. Members are required to track time and submit on-line (training provided) timesheets twice per month.

Members will perform day to day service at UWGT and serve a minimum of 40-42 hours per week. Normal service hours are Monday – Friday from 8:30 am – 5:30 pm with 30 minutes for lunch per day. Evening and weekend hours are required for this position. Members will have an immediate supervisor and a local LISC supervisor throughout the term of service as identified by LISC and UWGT.

Members are expected to attend and participate in all LISC AmeriCorps sponsored activities including but not limited to:

* Attending a local onboarding session coordinated by LISC and an onsite orientation to our organization;
* Attending a national leadership conference in March 2020;
* Attending all locally sponsored monthly meetings;
* Participating in nationally sponsored webinars;
* Actively participating in at least two team coordinated service projects (one for Dr. Martin Luther King, Jr. Day of Service and one for National AmeriCorps Week); and,
* Engaging in any other LISC events as determined by the local LISC office.

**DESIRED SKILLS**

* Desire and ability to work with a diverse group of people, particularly those living in low-income distressed neighborhoods
* Ability to work independently and in a team environment
* Computer skills
* Good written and oral communication skills
* Ability to work a flexible schedule (some night and weekends may be required)

**PROGRAM ELIGIBILITY REQUIREMENTS**

To be eligible to participate as a LISC AmeriCorps member the candidate must meet all eligibility requirements to serve as a National Service participant including but not limited to:

* Be eligible to earn 100% of the education award associated with this description
* Be eligible to perform the term of national service associated with this description
* Have unexpired proof of status as a US citizen or possess unexpired permanent resident status and be able to provide documentation as determined by CNCS during the pre-enrollment period
* Possess a high school degree, GED certificate or agree to achieve GED during the term of service
* Be at least 17 years of age (note there is no upper age limit)
* Be able to complete at the hours within the timeframe of the service term and serve the full term

**NATIONAL SERVICE CRIMINAL HISTORY SEARCH REQUIREMENT**

If a candidate has a criminal record, it does not necessarily make a candidate ineligible for service. Candidates who are subject to registry on the National Sex Offender Public Website or have been convicted of murder may not participate as an AmeriCorps member in any national service program. Only candidates being offered and then accepting the position must consent to a search of the National Sex Offender Public Website, State Level Criminal History Search, and an FBI search. All results must be received and reviewed by LISC at least two weeks prior to the first day of proposed service. Candidates must be cleared for service by LISC prior to the first day of service. LISC will review and discuss with the candidate any concerns with eligibility that may arise as a result of these checks as per LISC’s policy.

**PROGRAM BENEFITS**

Upon successful completion of the term of service, the member will be eligible for a $6,095 education award to pay off existing, eligible student loans or return to school. Members are eligible to place existing student loans (loans must qualify and not in a state of default) into AmeriCorps forbearance. The position pays a total stipend of $17,000. The stipend is taxable and paid in 20 equal checks twice a month from LISC. Direct deposit is required. A health care benefit is available for the participant only (dependents are not eligible). For members with children under the age of 13, there is a child care subsidy benefit available which is dependent on the participant meeting all eligibility requirements (This benefit is administered by a contracted provider via the Corporation for National and Community Service).

Additional benefits for alums can be found here: <https://www.nationalservice.gov/special-initiatives/employers-national-service/alumni> and information on Public Service Loan Forgiveness can be found here: <https://studentaid.ed.gov/sa/repay-loans/forgiveness-cancellation/public-service>.

**HOW TO APPLY:**

Interested candidates should send their cover letter and resume to jill.bunge@unitedwaytoledo.org .

We are committed to diversity and inclusion in the selection process.

*This program is available to all, and we treat all persons without regard to race, color, religion, creed, gender, sexual orientation, gender identity, national origin, ancestry, citizenship status, age, marital status, veteran status, disability, genetic information, or any other characteristic or status protected by applicable federal, state or local law.*