



United Way of  
Frederick County

## VITA INTERNSHIPS & VOLUNTEERS

*United Way of Frederick County's mission is to mobilize the caring power of our whole community to improve lives. We envision a community where all individuals and families achieve their potential through healthy lives, education, and financial stability. For over 85 years, we have fought for the health, education and financial stability of every person in our community. In Frederick County today, 32% of households struggle to afford basic household necessities, these people are known as ALICE households.*

### ABOUT VITA

The Volunteer Income Tax Assistance (VITA) Program offers FREE tax return preparation for qualified individuals. You can help hard working families in the community get back the tax credits they deserve, such as the Earned Income Tax Credits (EITC), and help improve the financial stability in the community by offering free tax preparation services! This year's VITA season will be from January 27, 2025 – April 15, 2025.

### AVAILABLE VITA POSITIONS

#### VITA Coordinator Intern

The VITA Coordinator Intern will:

- Become IRS-certified in preparing and filing taxes
- Conduct initial screening of tax clients
- Review client documentation
- Collaborate with other volunteers and interns to review accuracy of returns
- Assist with volunteer scheduling and client appointment scheduling
- Organize program survey data collection
- Promote the VITA program with community partners
- Share United Way of Frederick County program resources to clients
- Complete tax preparation and site training
- Other VITA program tasks as assigned

The VITA Coordinator Intern will receive college credit for their work and stipends may be available upon successful completion of 120 hours— depending on financial availability. This position is limited to one individual. The deadline to apply is **November 8, 2024**.

#### VITA Tax Preparer Intern and Volunteer

The VITA Tax Preparer Intern and VITA Tax Preparer Volunteer will:

- Become IRS-certified in preparing and filing taxes
- Conduct initial screening of tax clients
- Review client documentation
- Collaborate with other volunteers and interns to review accuracy of returns
- Share United Way of Frederick County program resources to clients
- Complete tax preparation and site training

The VITA Tax Preparer Intern will receive college credit for their work upon successful completion of 120 hours. The Internship and Volunteer positions are unlimited and accepted on a rolling basis.

### **VITA Greeter Volunteer**

The VITA Greeter Volunteer will:

- Welcome tax clients and oversee the sign-in process
- Conduct initial screening of tax clients
- Complete volunteer training

## **REQUIREMENTS**

### **Trainings**

- All Greeter Volunteers and Tax Preparer Interns and Volunteers are required to pass the VITA Volunteer Standards of Conduct and VITA Intake/Interview & Quality Review Exams
- Tax Preparers are also required to pass either the VITA Basic OR Advanced Tax Preparation Exam
- All Exams require an 80% proficiency or higher
- These exams are online and open-book tests

No experience necessary. We will train you! You will complete approximately 20 hours of training, but this will vary depending on your tax background. Free tax law and e-file software training will be provided virtually and classroom style throughout December 2024 and January 2025.

### **Time Commitments**

- Interns are required to complete 120 hours (or your institution's threshold) for college credit
  - This would like like 8-16 hours weekly across 11 weeks
- We recommend volunteers commit at least 4 hours once a week, for 11 weeks but are flexible with your schedule
- All returns are completed in-person at certified VITA sites or remote sites. Sites may include but are not limited to:
  - The Bernard Brown Community Center – 629 N. Market St. Frederick MD, 21701
  - Hood College – 401 Rosemont Ave, Frederick, MD 21701
  - Thurmont Regional Library – 76 E Moser Rd, Thurmont, MD 21788
- Exact days and times of operation to be announced

## **WHAT YOU WILL LEARN**

You will have the opportunity to make a difference in your community by helping Marylanders earn, save, and keep their money during tax season. By preparing taxes for free, you eliminate the financial barriers many low to moderate income individuals and families face. You will build relationships with tax clients, other volunteers and interns, and community organizations. You will also learn technical tax skills empowering yourself, your family, and your friends to navigate tax returns with confidence!

***For more information or to apply for any of the VITA Positions, please contact Landen Lombardo at [llombardo@uwfrederick.org](mailto:llombardo@uwfrederick.org). To apply, please send your resume and the name of the position you are interested in.***