

## **AARP Foundation Tax-Aide Assistant State Coordinator** **Position Description**

**Program:** AARP Foundation Tax-Aide provides free personal income tax assistance and tax form preparation to low- and moderate-income taxpayers, with special attention to those age 60 and older.

**Purpose of Position:** The Assistant State Coordinator (ASC) is a discretionary position to facilitate the management responsibilities of the State Coordinator. It is not expected that every state needs an ASC. The ASC interacts with DCs and other local leaders in the program to improve communications, operations, and handling policy matters for the state.

**Responsibilities of Position:** Guided by the policies and procedures of AARP Foundation Tax-Aide and support of the State Coordinator, the ASC may, at the direction of the SC:

- Serve as a member of the state management team
- Perform management functions of the State Coordinator for multiple districts within the state, and provide leadership to the District Coordinators of those districts or serve as an issue leader in an area of state focus at the direction of the SC
- Coordinate with and use the state management team's expertise in planning and carrying out the activities of the program
- Ensure compliance with program and grant requirements
- Recruit, train, supervise, and evaluate District Coordinators within assigned portion of the state
- Plan and conduct or attend AARP Foundation Tax-Aide leadership meetings as required
- Supervise volunteer expenditures and approve expense statements in accordance with program policies and procedures within assigned portion of the state
- Monitor the marketing, technology and training activities within the assigned portion of the state
- Involve diverse populations in program activities
- Perform other duties as assigned by the State Coordinator

**Qualifications:** The ASC must have the ability to implement and supervise the program and its volunteers in within the assigned portion of the state. The ASC must be able to work effectively with diverse populations.

**Term of Service:** The ASC is appointed for a two year term, contingent upon satisfactory annual review. The ASC may be reappointed for subsequent two-year terms.

**Eligibility:** The ASC is not eligible for any other AARP Foundation or AARP volunteer state leadership position, and should not serve in any other AARP Foundation Tax-Aide leadership position.

**Time Required:** Time commitment varies according to geographic area and number of volunteers. The position demands more time from September to May, with the greatest commitment during fall planning and spring evaluation.

***Training Required:*** The ASC must acquire knowledge of all procedures associated with the program, as well as general orientation to the AARP Foundation and AARP. Familiarity with tax procedures is helpful but detailed tax knowledge is not required.

***Travel Required:*** The ASC is encouraged to visit sites and training locations to monitor operations, and is required to attend state and district meetings as necessary for performance of duties.

***Appointment and Supervision:*** The ASC is appointed by the State Coordinator with concurrence of the Regional Coordinator and reports directly to the State Coordinator.

***Scope of Authority:*** The ASC manages and implements national and state program policies and procedures and supervises District Coordinators within the assigned portion of the state. The ASC does not automatically succeed the SC.

***Working Relations:*** The ASC works closely with the State Coordinator, state management team and under direction of the SC, the national committees and staff, as required.

***Progress Review:*** The ASC's performance is monitored on an on-going basis and reviewed annually by the State Coordinator.

***Available Resources:*** The ASC will be afforded the necessary guidance, training and materials needed to facilitate leadership responsibilities. AARP Foundation Tax-Aide reimburses volunteers for covered program related expenses as set out in the *Policy and Procedures Manual*.

***Volunteer Policy:*** AARP Foundation volunteers will receive equal opportunity and treatment throughout recruitment, appointment, training, and service. There will be no discrimination based on age, disabilities, gender, race, national or ethnic origin, religion, economic status, or sexual orientation.

Revised  
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