

AARP Tax-Aide Volunteer Position Description: District Coordinator (DC)

Program: The AARP Tax-Aide program provides free personal income tax counseling and tax form preparation to middle- and low-income taxpayers, with special attention to those age 60 and older.

Purpose of Position: The District Coordinator implements program plans in one assigned geographic district within a state.

Responsibilities of Position: Supported by the policies and procedures of the Association and the AARP Tax-Aide program, the District Coordinator:

- * Sets goals and coordinates the AARP Tax-Aide program within the assigned district.
- * Coordinates with and uses the state management team's expertise in carrying out the activities of the program.
- * Recruits, appoints, trains, supervises, and evaluates Local Coordinators, Instructors, Communications Coordinators, and Technology Coordinators.
- * Plans and conducts AARP Tax-Aide district meetings as required, and attends meetings of the State Coordinator as requested.
- * Monitors the publicity, technology, and training activities within the district.
- * Implements reporting procedures for site lists, volunteer rosters, and counseling activities.
- * Coordinates with the Training Specialist to train and certify Instructors.
- * Implements Counselor training and certification.
- * Actively encourages the involvement of diverse populations in AARP Tax-Aide activities.
- * Supervises volunteer expenditures and approves expense statements in accordance with program policies and procedures.
- * Implements corporate partnership program at the district level with Partnership and Communications Specialist guidance.

Qualifications: The DC must have the ability to implement program policy and provide specific oversight of the program and its volunteers within the designated district. The DC must be able to work effectively with diverse populations.

Term of Service: The DC is appointed for a one-year term, and may be reappointed for subsequent one-year terms.

Eligibility: The DC is eligible for other AARP volunteer positions, including those within AARP Tax-Aide.

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 DC must acquire the knowledge of all procedures associated with the program. Familiarity with tax procedures is helpful but detailed tax knowledge is not required.

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

Appointment/Supervision/Scope of Authority: The DC is appointed by the AARP Tax-Aide State Coordinator (or Senior District Coordinator if applicable) with the concurrence of the AARP Tax-Aide Regional Coordinator. The DC reports directly to the AARP Tax-Aide State Coordinator, and manages and implements program policies and procedures within an assigned portion of the state (sub-state).

Working Relations: The DC supervises Instructors, Local, Communications, and Technology Coordinators and works closely with state management team specialists.

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

Available Resources: The DC will be afforded the necessary guidance, training and materials needed to facilitate leadership responsibilities. Additional support and training are provided from the national and field office staff, State Coordinator, and IRS staff. AARP Tax-Aide reimburses volunteers for covered program related expenses as set out in the Coordinators Handbook.

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.