

## ***AARP Tax-Aide Volunteer Position Description: Administration Coordinator (AC)***

***Program:*** The AARP Tax-Aide program 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 Administration Coordinator (AC) is responsible for coordinating and managing all phases of administrative procedures in a District. This is done in cooperation with the District Coordinator (DC), State Administration Specialist (ADS), Local Coordinators (LC), and the District's Training Coordinator (TrC).

***Responsibilities of Position:*** Guided by the policies and procedures of the AARP Foundation and AARP Tax-Aide, under the direction of the District Coordinator, the ADS, and the Administration Coordinator (AC):

- Ensures that AARP Tax-Aide administrative reports are processed and completed within the guidelines of the program's annual calendar. Specifically is responsible for District:
  - Volunteer rosters
  - Leadership rosters
  - Training in activity reporting systems
  - Training in expense reimbursement procedures
  - Collection and distribution of site information
- In conjunction with the Training Coordinator, ensures that training on administrative topics within the program's policy and procedures is provided within the District.
- Actively encourages the involvement of diverse populations in AARP Tax-Aide activities.
- Assists in expanding technological improvements in administrative procedures and coordinates efforts with the ADS.
- Maintains necessary records and files to support the requirements of the AARP Tax-Aide Program and performs other administrative duties.

***Qualifications:*** The AC must be computer literate to effectively assist the District Coordinator and carry out their administrative responsibilities. The AC need not be an IRS-certified Counselor.

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

***Eligibility:*** The AC is eligible for other AARP and AARP Foundation volunteer positions.

***Time Required:*** Time commitment varies according to District size. The position demands more time from October to May while program reporting and data are collected within the District.

***Training Required:*** The AC must acquire knowledge of administrative procedures associated with the program as provided by the ADS and the National Office. The AC attends District level meetings as needed.

***Travel Required:*** Travel within the District may be needed.

***Appointment and Supervision:*** The AC is appointed by the District Coordinator with concurrence by the State Coordinator and input from the ADS and reports directly to the District Coordinator.

***Scope of Authority:*** The AC assists the DC in all matters relating to Administration in the District. The AC does not supervise other volunteers.

***Working Relationships:*** The AC works closely with the District Coordinator, the ADS, Local Coordinators and the TrC.

***Progress Review:*** The ACs performance is monitored on an on-going basis and feedback provided by the DC and the ADS.

***Available Resources:*** The volunteer in this position will be afforded the necessary guidance, training and materials needed to fulfill their responsibilities. Additional support and training are provided from the National Office Staff, Administration Specialist, and IRS staff. AARP Tax-Aide reimburses volunteers for covered program-related expenses as set out in the Policy 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.