

Administration Specialist (ADS) POSITION DESCRIPTION

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

Purpose of Position: The Administration Specialist (ADS) works with the State Management Team to implement and maintain administrative procedures.

Responsibilities of Position: Guided by the policies and procedures of the AARP Foundation and AARP Tax-Aide and the direction and support of the State Coordinator, the ADS:

- Works with the Training Specialist, developing and/or conducting training for all Leaders and counselors on AARP Tax-Aide Program policies, procedures, and administrative aspects.
- Ensures that AARP Tax-Aide administrative reports are processed and completed within the guidelines of the program's annual calendar. Specifically is responsible for:
 - Training in Counselor activity reporting systems
 - Training in expense procedures and ordering of materials
 - Collection and distribution of site and volunteer information (Site Lists and Volunteer Rosters)
- Maintains necessary records and files to support the requirements of the AARP Tax-Aide program, and performs other critical administrative duties.
- Serves as a member of the State Management Team.
- Maintains communications with the State Coordinator, the State Management Team, AARP Tax-Aide volunteers, AARP State Office staff, and IRS.
- Involves diverse populations in AARP Tax-Aide activities.
- Assists in expanding technological improvements in administrative procedures and coordinates efforts with the Technology Specialist.

Qualifications: The ADS must have the ability to implement and maintain AARP Tax-Aide programmatic needs in a state to include e-mail capability. It is **required** that the ADS be computer literate and have access to the Internet.

Term of Service: The ADS is appointed for a two-year term, in even-numbered years, contingent upon satisfactory annual review. Mid-cycle appointments are effective to the end of the current cycle. The ADS may be reappointed for subsequent two-year terms.

Eligibility: The ADS is eligible for other AARP or AARP Foundation volunteer positions, but may not hold any other AARP Tax-Aide State Management Team position.

Time Required: The position demands more time from October to May during season planning and training as well as while program reporting and data are collected.

Training Required: The ADS must acquire knowledge of policies and procedures associated with the program (especially administrative), and a basic orientation to AARP and the AARP Foundation.

Travel Required: The ADS attends state meetings as well as any necessary national and/or regional meetings.

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

Scope of Authority: The ADS implements administrative procedures and signs required reports. The ADS does not supervise any other volunteers.

Working Relations: The ADS works closely with the State Management Team, District Coordinator, and the national office staff.

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

Available Resources: The ADS will be afforded the necessary guidance, training and materials needed to facilitate leadership responsibilities. Additional support and training are provided from the national office staff and/or Regional Coordinator. 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