SparkPoint -- Career Center/Volunteer Tax Coordinator
Request for Interest (RFI) #518

Position Description:
SparkPoint East Contra Costa County is located in Bay Point. One of the services offered at SparkPoint is free volunteer tax preparation. For the past several years these services, as well as general career center support services, have been offered to East County residents.

RFI #518 announces a part time contract position (without benefits) to:

- Maintain and run a year round VITA tax site;
- Promote SparkPoint/Bay Point Works and its services to the community;
- Recruit volunteers - Send letters and updates to current/potential new volunteers;
- Determinate service hours and volunteer schedules;
- Responsible for set-up/take-down on tax season;
- Establish system for appointment, clients' intake and reception;
- Track filer contact info, key data and status;
- Order and shop for supplies and food for tax season;
- Maintain adequate supplies, forms and research materials;
- Establish secure, locked facility for file storage with quick access during filing season;
- Maintain confidentiality of client information;
- Create a site report that includes totals for all required data;
- Responsible for providing copies of volunteer certification /agreements on site;
- Compile data and statistics about our members and Career Center usage; and,
- Other duties as assigned by the Neighborhood Services Coordinator.

Minimum Qualifications: Residency in Bay Point or Pittsburg, good people skills, demonstrated familiarity with operating volunteer services, basic tax preparation skills, basic office skills, knowledge of community services, willingness to participate in community events and activities. CA driver's license preferred, but not required.

Selection Criteria. The following criteria will be considered when making a hiring decision:

Ability to manage volunteer services	25%
Understanding of tax preparation skills	25%
Knowledge of community services/resources	25%
Experience with office skills	25%

How to Apply: Interested persons send a cover letter addressing the minimum qualifications above and resume to: Employment and Human Services Department, Contracts Unit, Attn: RFI #518, 40 Douglas Dr., Martinez, CA 94553 or email: contractbid@ehsd.cccounty.us. **Responses must be received not later than 5:00 p.m., Friday, September 27, 2013. Postmarks are not accepted.**