



Hispanic Unity of Florida Job Description

Job Title: VITA Tax Instructor
Department: Economic Development
Reports To: VITA Program Manager
Classification: Non-Exempt, Seasonal
Work Location: Hybrid
Date Released: August 11, 2026

CHANGE LIVES AND MAKE A DIFFERENCE!

At Hispanic Unity of Florida (HUF), we change lives every single day – in small and big ways. If you want to join an exceptional organization that works tirelessly to ensure that everyone is empowered to live their American dream, please continue reading.

It is imperative that all applicants share HUF's values as it serves as the foundation for how we treat each other, our clients, our funders, and everyone we come into contact with. Those values include, but are not limited to: *Integrity, transparency, respect, dignity, accountability, diversity, and cultural awareness, commitment to excellence, collaboration and teamwork.*

Job Summary:

The VITA Tax Instructor (VTI) plays a critical role in preparing and supporting certified volunteer tax preparers. This position provides effective instruction in tax law and TaxSlayer® software to volunteers and staff with varying levels of experience, while ensuring compliance with all IRS regulations and guidelines. By developing skilled tax preparation volunteers, the VTI advances Hispanic Unity's mission to expand access to free, high-quality tax preparation services and promote financial stability within the communities served.

Supervisory Responsibilities:

- The goal of the 2026 -2027 VITA training season is to train 90-125 volunteers in tax law and return preparation. A minimum of 80% of the volunteers will pass the Internal Revenue Service (IRS) Advanced Volunteer Certification exam to become IRS-certified volunteer tax preparers. Trainers will ensure that volunteers are adequately prepared to support the goals of the VITA program – to prepare and submit over 4,000 quality tax returns while maintaining a reject rate of less than 9%.

- Instructors maintain open lines of communication with volunteers to provide support as needed during approved working hours.

Essential Duties:

- Provide between 10 and 60+hours of volunteer training (depending on prior experience) and devote additional time for planning and team meetings scheduled by VITA Program Manager.
- Utilize Publication 4555-E as guidance to prepare for the VITA training classes.
- Utilize tax law curriculum and TaxSlayer® software practice lab created and approved by the IRS.
- Organize training materials and ensure the equipment is functioning prior to the start of each class working with Volunteer Program Assistant and assigned training support staff.
- Conduct and grade quizzes based on the tax law/ TaxSlayer® curriculum to assess students' comprehension and readiness for the IRS certification exams.
- Achieve a 90% student satisfaction rating based on the quality of tax law and TaxSlayer® instruction received during the training class.
- Communicate with the VITA Program Manager on progress of students, additional materials needed, and any challenges encountered.
- Identify high-performing volunteers and recommend them for advanced volunteer opportunities, Quality Reviewer roles, Site Coordinator roles, and future VITA leadership positions
- Complete any other administrative duties required of the position.

Qualifications and Job Requirements:

- **All candidates must pass a level 2 background check**
- The candidate must be fluent in English (written and spoken) and possess strong communication, organizational and problem-solving skills, attention to detail, and have the ability to prioritize multiple tasks.
- Bilingual skills are a plus (English/Spanish, English/Creole, English/Portuguese).
- This position is also responsible for handling various administrative duties as required by the department.
- Demonstrated ability to work effectively with a diverse student body.
- Ability to work effectively in a team environment, positive attitude and handles sensitive and confidential information with maximum discretion.
- Be available to work flexible hours (including some evenings and weekends) in order to meet program expectations.
- Proficiency in Word, Excel, Outlook, PowerPoint and TaxSlayer
- Ability to travel independently and possess a valid Florida driver's license and auto insurance. (Proof Required).

Education and Experience:

- The ideal candidate shall have a minimum bachelor's degree from an accredited college and/or a minimum of 3 -5 years of VITA program and tax law/software instruction experience.

- The candidate must be certified at the advanced level of IRS certification, VITA Site Coordinator Certification, and skilled in presenting tax law and the TaxSlayer® software.

Working Environment:

The work for this position may be done from a remote location as well as in the office. The remote office should be held to the same private and confidential standards. The person must be able to travel back and forth from training site locations and home as needed.

Employees who are eligible to work hybrid are responsible for adhering to the agreed upon schedule dictated by their immediate supervisor.

Physical Requirements:

- Prolonged periods sitting at a desk and working on a computer.
- Must be able to lift up to 15 pounds at times.

Hispanic Unity of Florida is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the employer will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.

I have read my job description and understand my responsibilities.

Employees Signature _____ Date: _____

Supervisor's Signature _____ Date: _____

Title: _____

This job description does not alter your “at-will” status. It is not an employee agreement or contract. Management has the right to alter this job description at any time with or without notice. Employee understands that other tasks or duties may be added or assigned from time to time, at the discretion of the administration.