



Financial Aid U & FAFSA Coach



Newark Now, a nonprofit organization dedicated to helping working families get ahead, is in search of FAFSA Volunteers to increase college access among low-income taxpayers. For over seven years Newark Now has operated Volunteer Income Tax Assistance (VITA) sites and worked to increase opportunities for low-income taxpayers to attend school by promoting awareness of available financial aid and college access.

Reporting to the VITA/FAU Staff at tax preparation programs participating in the initiative, the Financial Aid U (FAU) Coach is responsible for assisting students with financial aid application forms and promoting college access to hard-working, low-income families at community-based tax sites.

RESPONSIBILITIES

Typically, the FAFSA Volunteer will be responsible for any or all of the following:

- Attends 7 sessions or 20 total hours at one of Newark Now's FAU/VITA Site.
- Greeting clients as they arrive at the site
- Identifying clients who may be interested in or are planning on attending college
- Assisting clients in completing the Free Application for Federal Student Aid (FAFSA) online using tax return information completed by tax preparation volunteers at the site
- Answering client's questions about the financial aid process
- Ensuring that clients complete all necessary intake and evaluation data
- Contacting VITA/FAU Staff to coordinate appointment or attendance schedule
- Maintaining scheduled appointments

REQUIREMENTS

The operation of community-based tax sites and the promotions of college access services require that FAFSA Volunteers adhere to the following:

- Commit to a minimum of 7 volunteer dates or 25 total hours during a tax season unless otherwise arranged
- Attend three to four hours of training on financial aid and the FAFSA
- Must be punctual and reliable
- Adherence to organizational policies and procedures
- Provide advanced notice to Financial Aid U representatives if unable to attend appointments or scheduled tax sessions

QUALIFICATIONS

- Ability to volunteer at least four hours per week for six weeks during the tax season (January through April)
- Familiarity and comfort with online application platforms
- Training attendance
- Ability to work independently
- Strong counseling and communication skills

ADDITIONAL INFORMATION:

The FAFSA Volunteer position is available year round at Newark Now's tax sites and FAU events. For the 2012, tax sites will be open in January and training or orientation sessions will be conducted in November through January. There is also online training available.