

VITA Volunteer Intake Job Description 2019 Sublette County

Volunteer Income Tax Assistance (VITA) is an IRS certified program supporting volunteers to process and prepare income taxes for those in need in our community, free of charge.

General

- *Wonderful* team of volunteers, working together to help the community in a truly significant way
- No tax preparation experience required
- Minimal study at home
- 1 training session
- On-going email communications provide study/learning information and program information throughout preparation and tax season
- Tax preparation sessions supported by Intake: **February through April 5** (schedule TBD, expect 1/week, max, approximately 3 hours each)
- Individual volunteer support schedules will be arranged for each session, some flexibility
- Volunteers may miss some sessions for travel, other obligations. We ask that absences be coordinated.

More Details / Job Description: The intake volunteers assist community members (clients) utilizing the VITA program by providing a friendly, welcoming atmosphere, conducting registration and screening prior to tax preparation.

- All must understand and sign agreement to our Standards of Conduct before interacting with clients
- Adherence to strict privacy and confidentiality criteria is essential to our program and our clients
- Training will teach the processes for Intake (including registration and screening clients for identification and tax related documents) and Tax Preparation
- Duties may include assistance with site set-up and take-down activities
- Volunteers will also pursue opportunities to encourage clients to use and support library services

Responsible to: Site Coordinator and Intake Coordinator

MORE QUESTIONS? NEED TO TALK? You are welcome to contact Grace M. Robertson, site-coordinator, at gmrobertson@bresnan.net or call at (307) 733-5395.