



HELP HARD-WORKING, LOW-INCOME FAMILIES GAIN VALUABLE TAX SAVINGS

Volunteer with VITA!

Choose an opportunity that fits your background and interests. Training is provided.

Tax Preparer

Help taxpayers complete their returns using taxpayer-provided information. Review completed return for quality and accuracy. Requires nine hours of in-class training. Flexible training schedule offered.

Quality Reviewer

Use a designated Quality Review tool to evaluate completed tax returns for accuracy. Correct errors and provide feedback to a volunteer preparer. Requires nine hours of in-class training. Flexible training schedule offered.

Greeter

Welcome taxpayers to a VITA site. Screen all taxpayers upon arrival to ensure each has the necessary information to complete his or her return. Monitor site traffic to ensure sufficient time is allowed to serve filers.

Scheduler

Screen taxpayers to determine the type of assistance they need and the forms that will be required to complete their returns. Schedule tax return appointment with a preparer having the appropriate technical level.

Asset Specialist

Provide financial education materials to taxpayers and answer questions as necessary. Make referrals upon request.

General Office Assistant

Survey taxpayers and provide completed surveys to VITA site coordinator. Assist with the traffic flow at the site to make sure waiting times are minimal. Assist the VITA site coordinator as needed.

NOTE: Average volunteer commitment is three to four hours per week from Mid-January to April 15. Volunteers are required to maintain the confidentiality of taxpayer information. Free Training is provided.

Interested? Contact Andrea Scott
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