

Community Action Partnership of Ramsey & Washington Counties
Volunteer Position Description



Title: **GENERAL VITA TAX VOLUNTEER (VIRTUAL)**

Reports To: Financial Services Coordinator

Type: Volunteer Position (Internship Available)

Duration: December 2020- April 2021

Location: Volunteers are expected to work from home, all services will be provided virtually.

Position Summary: The VITA Tax Volunteer works with individuals and families to assist them in preparing their tax returns using the tax-software TaxSlayer. Volunteers serve as a trusted, no-cost resource, ensuring customers file correctly and receive the support and resources needed to file their taxes.

Benefits of Volunteering: Become an IRS-certified Volunteer Income Tax Assistant. Gain real life experience preparing and reviewing federal and state taxes, and hands-on experience with a professional tax preparation software program and professional networking. Knowledge that you are helping families thrive!

Essential Functions & Duties:

- Prepare and review state and federal tax returns using tax software
- Team-oriented, able to work cooperatively with staff and other volunteers
- Ability to abide by all confidentiality policies and procedures
- Attend all tax-law training sessions and successfully attain IRS-tax law certification (training and coaching is provided to ensure success)
- Other duties as assigned

Safety: Responsible for conducting all duties in a safe manner.

Affirmative Action: Responsible for following an affirmative action plan as set forth and signed by the Board of Directors.

Qualifications:

Education & Experience:

- Must be at least 18 years of age
- High school diploma/GED/equivalent is required
- Desire to learn how to complete IRS and MN Income Tax forms (no experience required)

- Desire to help the community (training and coaching is provided to ensure success)

Abilities & Skills: In order to be successful in this position, the volunteer will at minimum need to possess the following abilities and skills:

- Excellent attention to detail
- Proficient with technology and working with computers, and ability to coach clients through using technology
- Motivation to work completely virtually, manage scheduled hours and use digitally tracking and communication tools
- Must be comfortable interacting with people of diverse backgrounds, education, economic status, and culture
- Fluency in English language (written and spoken). Bilingual in Hmong, Karen, Nepali, Somali, Spanish or another language desired
- Must successfully pass a criminal background check and provide references

Physical Requirements: Normal office exertion required.

Mental Requirements: This position requires the ability to prioritize and manage multiple tasks.

Environmental Requirements: Volunteering from home (all required technology is provided).

Time Commitment:

- 10-15 hours of IRS and Minnesota tax law training (provided online).
- Complete training during December 2020 or January 2021
- Successful completion of IRS-Tax Law Certification after training (coaching provided)
- Minimum of 4-hours per week at a tax clinic, February 1st-April 16th, 2020

Tax Clinic Schedule:

- A minimum of four hours per week, may be completed in two shifts. Must be available to work Wednesday - Friday.

Apply to Become a Volunteer:

New Volunteer: Click here to apply <https://forms.gle/EQfr1zrPRDE9Qp9d8>

Returning Volunteer: All returning volunteers, please send an email with your full name and a phone number to the Volunteer Coordinator at volunteers@caprw.org. The Volunteer Coordinator will contact you shortly.

The mission of **Community Action** is to reduce the causes of poverty and its impact on people's lives in our community. Community Action Partnership of Ramsey & Washington Counties provides a variety of programs including Energy Assistance, Energy Conservation, Head Start, Early Head Start, Civic and Community Engagement Programs. Visit www.caprw.org to learn more.

Note: The above statements are intended to describe the nature and level of efforts being performed by persons assigned to this volunteer position. They are not intended to be an exhaustive listing of all responsibilities, duties, and skills required, and management reserves the right to make modifications at their discretion.