



Title: **INCOME TAX PREPARER - VITA TAX CLINIC**  
Reports To: Financial Services Coordinator  
Type: Volunteer Position (Internship Available)  
Duration: Spring 2020; ongoing every spring

**Position Summary:**

The VITA Tax Preparer works one-on-one with individuals and families to prepare tax returns using tax-software. Preparers serve as a legitimate and trusted no-cost resource, ensuring customers file correctly and receive support and resources around managing return and/or owed taxes.

**Benefits of Volunteering:**

Become a certified Volunteer Income Tax Assistant. Gain real life experience preparing 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 & Responsibilities:**

- Prepare state and federal tax returns using tax software
- Provide excellent customer service by providing friendly support, answering questions, and directing customers to Intake and Resource Specialist when appropriate
- 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 to follow 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:

- Strong customer service skills and ability to discuss sensitive matters with empathy and respect
- Excellent attention to detail
- Computer proficiency
- Must be comfortable interacting with people of diverse backgrounds, education, economic status, and culture
- Demonstrated ability to handle confidential information in a professional and discreet manner
- 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
- Sign in and out on timesheet when volunteering

**Physical Requirements:**

Normal office exertion required.

**Mental Requirements:**

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

**Environmental Requirements:**

Normal office environment

**Time Commitment:**

- 10-15 hours of IRS and Minnesota tax law training (provided in person or online).
- Complete training during December 2019 or January 2020
- Successful completion of IRS-Tax Law Certification after training (coaching provided)
- Assist at a minimum of 5 tax clinics during February 1st-April 16th, 2020
- Minimum of four hours per tax clinic, more hours are desired
- Flexible schedule is available, if you need to take some time off
- View schedule below

**Tax Clinic Schedule and Locations:**

- 9am - 4pm Saturdays, St. Paul (first priority); 450 Syndicate St North, St Paul, MN 55104 (Office/Tax Site is located on the Green Line train route)
- 9am - 4pm Thursdays, Woodbury; 7645 Currell Blvd, Woodbury, MN 55125 (Washington County CDA office)

**Advance Registration for College Students:**

Yes, you can reserve this internship position by registering in advance. Example: be accepted for spring term by registering during fall term and meeting with us before you depart for break.

**REGISTRATION INFORMATION:**

Complete an Ongoing Registration Form at [www.capr.org/take-action/volunteer](http://www.capr.org/take-action/volunteer) and email/scan resume & references to [volunteers@caprw.org](mailto:volunteers@caprw.org)

**Deadline for registration is December 13th, 2019 to guarantee a position for the 2020 tax season.** Registration will continue until all positions are filled or until January 31, 2020 - whichever occurs first.

Questions? Email or call 651-603-5979

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.capr.org](http://www.capr.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.*