



CommunityLinks

Income Tax Program Volunteer Position Description

Position Title: Income Tax Program Volunteer

Purpose: The Community Volunteer Income Tax Program (CVITP) is for community members who meet criteria set out by the CRA (income threshold, simplicity of taxes, etc.). There is no cost to the community member to utilize this program.

Duties and Responsibilities:

- Comply with and honour the Mandate, Mission & Vision of Community Links.
- Abide by Community Links Code of Conduct and Statement of Confidentiality.
- Treat community members, other volunteers and staff with respect and dignity.
- Pick up community member income tax returns from Community Links office, prepare the tax returns at home and return completed taxes in a timely manner to Community Links.
- Volunteers may be invited to participate in Tax Clinics where taxes are completed onsite for community members.
- To assist community members by answering any questions via telephone or email related to their income tax return.
- Print the Tax Summary for return to the community member.
- Record the confirmation number for e-filing.
- Ensure volunteer time is recorded properly.
- To perform only those requests authorized by Community Links.
- Inform the Volunteer Coordinator in a timely manner of illness, vacations or extended periods of time away that may require a substitute volunteer.
- Report any concerns or incidents to the Volunteer Coordinator as soon as possible.
- Attend Orientation & Training (as applicable).

Time Requirements: 4-6 hours/month during March & April, up to 2 hours/month the rest of the year. Volunteers always have the right to refuse assignments.

Orientation & Training:

- Orientation meeting with Volunteer Coordinator
- Training with Canada Revenue Agency

**Benefits:**

- Make a difference in your community
- Develop and strengthen problem solving and communications skills
- Feel the personal satisfaction of helping others
- Opportunity to become aware of social issues
- Meet new people

Skills, Qualifications and Eligibility Requirements:

- Volunteer must be reliable and trustworthy, enjoy working one on one, unsupervised
- Possess good interpersonal and communication skills
- Provide 2-3 references
- Volunteer must complete a Criminal Record Check every 3 years
- Computer skills and a financial background is required

Supervision:**Michelle Carre**

Volunteer Coordinator

403-945-3924

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Screening Required (Level 3)