

## **COMMUNITY LINKS**

### **Position Description**

**Position Title: Community Volunteer Income Tax Program**

Volunteers prepare income tax for low-income North Rocky View community members. This program is done in partnership with the Canada Revenue Agency.

**Duties and Responsibilities:**

- To abide by Community Links Code of Conduct and Statement of Confidentiality.
- To treat clients, other volunteers and staff with respect and dignity.
- To record volunteer time on assigned forms, and to turn in these forms at the end of each month.
- To inform supervisor in a timely manner concerning vacation, illness etc. that would require a substitute volunteer.
- To perform only those requests authorized by Community Links.
- To be prompt in keeping appointments and adhering to agreed upon schedules.
- To report as soon as possible any problems or concerns regarding a specific client or event.
- To pick up client income tax returns from Community Links office and prepare these income tax returns in their home as needed and return completed income tax returns in a timely fashion to Community Links south office or prepare taxes in the Volunteer Office.
- To assist clients by answering any questions, by telephone or in person in Community Links' office, related to their income tax return

**Time Requirements:**

- Time commitment is approximately 4 to 5 hours each month with most hours in March and April.
- Volunteers always have the right to refuse assignments.

**Orientation and Training:**

- Orientation to Community Links
- Direction and support from the Coordinator of Volunteer Services
- Training to be provided by Canada Revenue Agency prior to each tax season

**Benefits:**

- Make a difference in your community
- Be part of a successful agency
- Opportunity to become aware of social issues
- Meet new people

**Skills, Qualifications and Eligibility Requirements:**

- Volunteer must be reliable.
- Volunteer must possess good interpersonal skills.
- Volunteer must be compassionate and patient.
- Volunteers must provide 3 references and complete a police information check every 3 years
- Computer skills and a financial background are required.