



Community Action Partnership of Riverside County

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Volunteer Services Program – Volunteer Position Description

Volunteer Income Tax Assistance (VITA) Tax Preparer

Purpose

Be willing to share your time, skills, and interests to serve low-moderate income citizens and to support Community Action Partnership of Riverside County (CAP) mission and purpose, provide assistance with tax preparation for low-moderate income citizens, and information on other services CAP may have available. The Volunteer Income Tax Assistance Program (VITA) provides FREE tax preparation that helps filers access the tax credits & refunds they are entitled to. There are FREE VITA sites throughout Riverside County. Sites are staffed by volunteers representing Community Action Partnership of Riverside County. Studies have shown that VITA can increase a low income person's income by 40% through credits they are eligible.

Essential Duties

- Obtain training and certification to perform greeting, intake, and advanced certified returns.
- Interview customers and determine the eligibility for the program.
- Prepare tax returns.
- Maintain confidentiality and security of personal identifiable information.
- Ability to work with the public and represent CAP in a positive manner at all times.
- Assist with site setup and clean up.
- Provide customers with information on other CAP services that may be available.
- Available to work Saturday's.

Recruiting Guidelines

- Knowledge of basic computer skills.
- Ability to read, understand, and apply regulations pertaining to VITA.
- Ability to communicate effectively.
- Must be over age 18.
- Must have own transportation to get to and from tax preparation site.

Pre-Volunteering Responsibilities

- Attend CAP orientation and training sessions.
- Become IRS VITA certified for advanced tax preparer status.
- Successful completion of a criminal background investigation that involves fingerprinting.

CAP VITA Responsibilities

- Prepare and train volunteers through orientation and training sessions.
- Organize and schedule volunteers in an efficient and timely manner.
- Provide the tools necessary for volunteers to complete volunteer assignments.
- Recognize volunteers as valued members of the CAP team.

Volunteer's Responsibility

- Work a minimum of 35 hours during the tax season (January to April 15th).
- Work the schedule agreed to between CAP staff and volunteer.
- Provide own suitable transportation to and from tax site.
- Provide excellent customer service to staff and park visitors.
- Take care of CAP property, such as, laptops and printers.
- Maintain the integrity of the VITA Program by complying with all tax site guidelines and rules.
- Maintain confidentiality and security of personal identifiable information.
- Track hours and submit to CAP by deadlines.

Benefits

- Recognition for your help.
- Make a difference in your community.
- Gain knowledge and new skills.
- Meet new people.
- Satisfaction of helping to improve another person's financial security.
- Satisfaction in improving the economy in Riverside County through refunds generated through the tax returns prepared.

To express your interest in this position, complete the Volunteer Application

<http://bit.ly/CommunityActionVITAApplication> . After the application is reviewed a member of the CAP Team will contact you with instructions for the next steps in your volunteer journey.

For additional information on volunteering for VITA, contact Blair Jensen at bjensen@capriverside.org or (951) 955-6427.