

TCL Core Values...

Respect

Collaboration

Focus on Results



Your essential place to thrive in a
changing world

We connect you with resources, people
and learning

Volunteer Position Description

Interpreter (Spanish)

Purpose of Position: Support free income tax service accessibility for Spanish speakers. Working with certified tax preparers, provide verbal interpretation and written translations so that clients understand the tax preparation process and the documents needed to prepare and process tax returns.

Qualifications: Fluent Spanish. Ability to complete on-line training and certification, perform on-line volunteer sign-up and time keeping. Support Site tax sessions in TCL Auditorium.

Responsible To: , TCL Volunteer Coordinator, One 22 VITA Coordinator, VITA Site Coordinator

Responsibilities:

1. Study and complete test for IRS Standards of Conduct. online
2. Become familiar with basic tax terminology (Site vocabulary summaries, 13614C)
3. Become familiar with client Intake forms (13614C), flow and terminology.
4. **Interpret for clients and tax preparers at client Site visits.** TCL Auditorium
5. Support Site needs: Spanish translations, phone messages, text messaging, etc. TCL Auditorium
6. Adhere to IRS/VITA guidance policies, including those for Privacy, Confidentiality and Civil Rights.
7. Log volunteer time. online
8. Sign-up for your Site support schedule. online
9. Support Site set-up and take-down of equipment and tables (when working at the Site).
9. Encourage community members to use library services and programs. Encourage new volunteers and donor/funding support of the library.

Training Provided: IRS Volunteer Standards of Conduct study/test online. Common tax vocabulary lists, 13614C Intake Interview forms, On-the-job Site training. ZOOM training for Latino Client Unique tax process, on-going ZOOM coordination sessions (if needed).

Time Commitment: Training/cert: 2 hrs. ZOOM train, 1 hr + (weekly if needed). Site support for "Spanish Support" hours (Wed 4-7:30, Sat 9:30-11:30) nominally 3-4 hrs/week. Volunteer signs-up for Site support times. See [Teton VITA Client and SP Support Calendar](#) or tclib.org/tax for complete calendar.

Length of Commitment: February through April 12, 2022.

Benefits of Volunteering: Assist community with their taxes, interacting with community. Work with collegial, supportive team of volunteers. Interact with supportive library staff. VITA can prepare (most) volunteers'/ family/ friends' tax returns.

Contacts: TCL Volunteer Coordinator (volunteer@tclib.org), One 22 VITA Coordinator (isabel@one22jh.org) VITA Site Coordinator (tvitasc@gmail.com), VITA volunteers

Application: [Click here to complete and submit an application](#) . We will then contact you to coordinate.