

## **VITA Volunteer Intake Job Description 2018**

*Volunteer Income Tax Assistance (VITA) is an IRS certified program supporting volunteers to process and prepare income taxes for those in need in our community, free of charge.*

### **General**

- *Wonderful* team of volunteers, working together to help the community in a truly significant way
- No tax preparation experience required
- Minimal study at home
- 1 training session at Teton County Library (TCL) in January
- On-going email communications provide study/learning information and program information throughout preparation and tax season
- Tax preparation sessions supported by Intake: **Wednesdays, January 31 through April 14, 3-8pm**
  - Individual support schedules will be arranged for each session, some flexibility
  - Volunteers may miss some sessions for travel, other obligations. We ask that absences be coordinated.
- TCL Friends provide great snacks (more like meals) for volunteers
- No TCL late fines for duration of volunteer activity

**More Details / Job Description:** *The intake volunteers assist community members (clients) utilizing the VITA program by providing a friendly, welcoming atmosphere and process understanding, and conducting registration and screening prior to tax preparation.*

- All must understand and sign agreement to our Standards of Conduct before interacting with clients
  - Adherence to strict privacy and confidentiality criteria is essential to our program and our clients
- Volunteers will be subjected to a criminal background investigation
- Training will teach the processes for Intake (including registration and screening clients for identification and tax related documents) and Tax Preparation
- Duties may include assistance with site set-up and take-down activities
- Volunteers will pursue opportunities to encourage clients to use and support library services

**Responsible to:** Site Coordinator and Intake Coordinator