Volunteer Income Tax Assistance (VITA) Program: Volunteer Translator

Purpose:
The translator volunteer will provide language interpretation services to taxpayers in need of tax preparation services.

Agency contacts:
Volunteer Services – volunteer@camarin.org

Responsibilities and duties:
- Provide adequate and effective translation services to taxpayers.
- Adhere to IRS Quality Site Requirements, including maintaining taxpayer privacy and confidentiality standards, and code of conduct.
- Communicate with individuals in a respectful manner and responsive approach to differing beliefs and practices, sexual orientations, disability statuses, gender identities, ages, cultural preferences, language needs, and other state and federal protected statuses.

Time Commitment:
- Dates for 2022 - Fridays 9:00 am to 12:30pm and/or 12:30 pm to 4:00pm:
  January 28, February 4, February 11, February 18, February 25, March 4, March 11, March 18, March 25, April 1, April 8 and April 15

Required Skills and Qualifications:

Skills
- Ability to engage with the public in a positive, productive manner.
- Provide necessary support to VITA Team with dedication to the Agency’s mission and vision.
- Strong verbal communication skills.
- Complete all IRS training requirements: Volunteer Standards of Conduct and Intake/Interview process.

Qualifications
- Proficient in English; and proficiency in Spanish desired.
- Willingness to provide a pleasant and welcoming environment.
- Adapts well to a dynamic, rapidly changing environment and works effectively within a team.
- Tax law certification not required.

Benefits to Volunteer:
- Helping fellow community members who need tax preparation assistance.
- Assisting Community Action Marin in aligning to the Agency’s whole-family approach.
- Free Training.
- Letters of reference (long-term volunteer commitments).

Location:
- Community Action Marin Main Office: 555 Northgate Drive, San Rafael, CA 94903
- Virtual opportunities available.

Reasonable Accommodations:
This opportunity may involve physical demands (e.g., climb stairs, carrying, lifting, etc.) as the actions are essential function to the role. Reasonable accommodations may be made to enable individuals with qualifying disabilities to perform essential functions.