



IN YOUR CORNER

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Voluntary Income Tax Assistance (VITA) Program: General Volunteer

This volunteer role will assist with logistics and miscellaneous tasks in accordance with VITA services. The volunteer may copy and scan the taxpayer documents and provide additional administrative support for the tax preparers, site coordinator, and/or the tax instructor.

Agency Contact:

For more information or to apply contact Volunteer Services -
volunteer@camarin.org

Responsibilities and functions:

- Monitor and operate office machines including photocopiers, scanners, and printers.
- Help set up and take down onsite equipment and supplies.
- Complete and distribute records of production to clients and taxpayers.
- Comply with IRS Quality Site Requirements, including maintaining taxpayer privacy and confidentiality standards, and the code of conduct.
- Communicate with clients in a respectful and responsive manner to differing beliefs and practices, sexual orientations, disability status, gender identities, ages, cultural preferences, language needs, and other state and the federal government protected statuses.

Time Commitment:

- 4 hours/day once per week from January to April

Required Skills and Qualifications:

Skills

- Ability to engage with the public in a positive and productive manner.
- Provide necessary support to the VITA team with dedication to the mission and vision of the Agency.
- Strong written and verbal communication skills.
- Ability to operate photocopier equipment.

Requirements

- Complete all required IRS training requirements: Volunteer Standards of Conduct, Intake/Interview and Quality Review, and the Volunteer Certification System.
- Proficient in English; and proficiency in Spanish desired.
- Willingness to provide a pleasant and welcoming environment.
- Adapt well to a dynamic, fast-paced environment and work effectively with a team.
- Tax law certification not required.

Volunteer Benefits:

- Help other community members who need tax preparation assistance.
- Free IRS Certified Training.
- Letters of reference (volunteers with long-term commitments).
- Assist Community Action Marin with their mission of "whole-family approach".

Location:

Community Action Marin main office: 555 Northgate Drive, San Rafael, CA 94903

Reasonable Accommodations:

This opportunity may involve physical demands (e.g., climbing stairs, carrying, lifting etc.) as these actions are essential to the role. Reasonable accommodations may be provided for individuals with disabilities to perform essential functions.