



IN YOUR CORNER



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## 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:

For more information or to apply contact Volunteer Services – [volunteer@camarin.org](mailto: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:

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

### 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**

- Proficiency in English and Spanish
- Adapts well to a dynamic, rapidly changing environment and works effectively within a team.
- Tax law certification is 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.