



CommunityLinks

## Income Tax Program Volunteer Position Description

**Position Title:** Income Tax Program Volunteer

**Purpose:** The Community Volunteer Income Tax Program (CVITP) is for community members who meet criteria set out by the CRA (income threshold, simplicity of taxes, etc.). There is no cost to the community member to utilize this program.

### **Duties and Responsibilities:**

- Pick up community member income tax returns from Community Links office, prepare the tax returns at home and return completed taxes in a timely manner to Community Links.
- Volunteers may be invited to participate in Tax Clinics where taxes are completed onsite for community members.
- To assist community members by answering any questions via telephone or email related to their income tax return.
- Print the Tax Summary for return to the community member.
- Record the confirmation number for e-filing.
- Ensure volunteer time is recorded properly.
- Comply with and honour the Mission, Vision & Values of Community Links.
- Sign and abide by Community Links Code of Conduct and Confidentiality Agreement.
- Treat community members, other volunteers and staff with respect and dignity.
- Inform the Volunteer Coordinator in a timely manner of illness, vacations or extended periods of time away that may require a substitute volunteer.
- Report any concerns to the Volunteer Coordinator as soon as possible.
- Follow Community Links Emergency Procedures.
- Complete Orientation & Training (as applicable with Community Links & CRA).

### **Time Requirements:**

- 4-6 hours/month during March & April
- Up to 2 hours/month the rest of the year.
- Volunteers always have the right to refuse assignments.

**Benefits:**

- Make a difference in your community
- Be part of a successful agency
- Feel the personal satisfaction of helping others
- Opportunity to become aware of social issues
- Gain volunteer experience & enhance resume
- Develop and strengthen problem solving and communications skills

**Skills, Qualifications and Eligibility Requirements:**

- Volunteer must be reliable and trustworthy, enjoy working one on one, unsupervised
- Possess good interpersonal and communication skills
- Computer skills and a financial background is required

**Paperwork Requirements:**

- Applications Form
- Code of Conduct
- Signed Position Description
- Confidentiality Agreement
- Personal Interview
- Reference Checks
- Police Check – Vulnerable Sector (Maximum 3 Years Old)