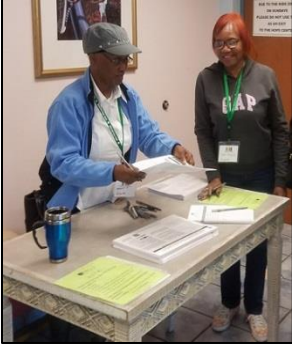


VITA VOLUNTEER ROLES



GREETERS & SCREENERS

- Greets the taxpayers and signs them in.
- Ensures that the taxpayer has all the necessary documents.
- Monitor site traffic to ensure all taxpayers checking in receive assistance.
- Complete mandatory Volunteer Standards of Conduct and Greeter/Screeners Training.
- Telephone screener – ensure taxpayer qualifies for FREE tax help and is scheduled for an appointment.

INTERPRETER

- Works with the Site Coordinator and other volunteers at a VITA site to assist with interpreting taxpayer information.
- Complete mandatory Volunteer Standards of Conduct.



INSTRUCTOR

- Instruct tax law and tax preparation software.
- Attend an instructor Train – the – Trainer class.
- Complete IRS Link & Learn tax law training and certify at the advanced Level.

TAX PREPARER – DO IT YOURSELF GUIDE

- Prepare basic or advanced tax returns.
- Interview taxpayers to ensure all income, allowable deductions and credits are claimed.
- Complete IRS Link & Learn tax law training and certify at the advanced level
- Assists taxpayers in completing their own taxes utilizing free VITA tax software



SITE COORDINATOR

- Provides coordination, organization, and supervision for a VITA site.
- Coordinate schedule for VITA volunteers.
- Compile reports and volunteer hours on monthly basis.
- Complete IRS Link & Learn tax law training and certify at the advanced level.

All volunteers are expected to complete mandatory trainings before volunteering at a VITA site. We request volunteers to serve a minimum of 4 hours a week.

Certified Public Accountants, Certified Financial Advisors and Enrolled Agents can receive Continuing Education (CE) Credits.
