



VOLUNTEER SERVICES POSITION DESCRIPTION

PROGRAM	Support Services
VOLUNTEER POSITION	Tax Preparer
Intent of Program	Annually, Seniors Services Society participates in Canada Revenue Agency's Community Volunteer Income Tax program. The program offers free income tax preparation for low income seniors in the New Westminster area.
Duties	<ul style="list-style-type: none"> To assist clients complete their income tax forms.
Qualifications	<ul style="list-style-type: none"> Ability to understand and be understood in English. Capable of dealing with people in a calm, professional and empathetic manner, both in person and over the phone. Ability to follow appropriate office etiquette. Basic computer skills. Ability to work independently. Good Interpersonal Skills: outgoing, friendly, courteous, patient. Capacity to maintain confidentiality. Punctual and reliable. Excellent communication skills. Be in good physical and mental health.
Requirements	<ul style="list-style-type: none"> Mandatory criminal record check. Must be renewed every 5 years. Reference check required Register with Canada Revenue Agency Volunteer Program Have experience with EFILE. Additional training is provided by Canada Revenue Agency (mandatory) Be familiar with a tax return/ preparing simple tax returns Experience using Tax preparation software would be an asset
Hours	<ul style="list-style-type: none"> Shifts Available Monday to Friday from 9:00am – 12:30 pm during March and April.
Training	<ul style="list-style-type: none"> Volunteer Orientation Additional training as necessary
Benefits	<ul style="list-style-type: none"> Tea/Coffee Annual Volunteer Appreciation Event
Reports To	<ul style="list-style-type: none"> Coordinator Volunteer Services and Social Programs (604-520-6621) Supervisor Support Programs (604-520-6621)