



Volunteer Interpreter

ROLE SUMMARY

Provide translation for clients who are not fluent in English or are deaf and hard of hearing. Fluency in English plus another language (Spanish, Hmong, Somali, Sign Language, among others) is required.

ROLE DESCRIPTION

- Translate between volunteer greeters, screeners, preparers, quality reviewers and Volunteer Income Tax Assistance (VITA) clients as well as CAP-HC staff.
- Engage with other volunteers, staff, partners, and clients in a helpful and supportive manner.
- Work with CAP-HC staff to determine sites that require volunteer interpreter skills and ensure interpreter services are promoted to clients.
- Maintain confidentiality of client information.

TRAINING REQUIREMENTS

- New volunteer interpreters must complete the Volunteer Standards of Conduct (VSC) Training – Ethics
- Returning volunteers are encouraged to review the VSC Training as a refresher
- All volunteers must complete the VSC certification
- Basic tax training and certification is available but not required.