



## VITA Tax Volunteer (Virtual)

**Summary:** The VITA Tax Volunteer works with individuals and families to assist them in preparing their tax returns using the tax-software TaxSlayer.

### **Essential Duties and responsibilities**

- Prepare and review state and federal tax returns using TaxSlayer tax software.
- Ability to abide by all confidentiality policies and procedures.
- Proficient with technology and working with computers, and ability to coach clients through using technology.
- Motivation to work completely virtually, manage scheduled hours and use digital tracking and communication tools.
- Team-oriented, able to work cooperatively with staff and other volunteers.
- Must be comfortable interacting with people of diverse backgrounds, education, economic status, and culture.
- Fluency in English language (written and spoken). Bilingual in Hmong, Karen, Nepali, Somali, Spanish, or another language is desired.

### **Qualifications/Requirements:**

- Must successfully pass a criminal background check and provide references.
- Must be at least 18 years of age.
- High school diploma or GED equivalent is required.
- Desire and experience working with diverse communities or households defined as low income.
- Desire to learn how to complete IRS and MN Income Tax forms (no experience required).
- Requires strong verbal and written communication.
- Proficient in Microsoft Office Suite (Word, Excel), email, and internet use.
- Data entry or experience working with database and software applications.
- Be willing to learn.

### **Training:**

- Volunteer training.
- Attend all tax-law training sessions and successfully attain IRS-tax law certification (training and coaching is provided to ensure success).
- 10-15 hours of IRS and Minnesota tax law training (provided online).
- Complete training during December 2021-January 14, 2022.

**Time Commitment:** A minimum of 4 hours per week between February 1-April 16, 2022.

### **Benefits:**

- Knowledge that you are working as a team to ensure that CAP-HC client tax returns are completed.
- Work experience in tax software, TaxSlayer.
- Free parking if needed.

### **To Apply:**

Please send your cover letter and resume to [drichardson@caphennepin.org](mailto:drichardson@caphennepin.org) or complete the Volunteer Interest Form.

We can't do it without you! Thank you for being part of our team.