

# volunteers needed

For the Volunteer Income Tax Assistance program!



Upcoming tax season (Late January - April 15th)



No prior tax experience required!  
Free training is provided.



Minimum of 4 hours per week.

## Why volunteer with VITA?

- FREE tax preparation for qualified individuals and families
- Variety of volunteer opportunities
- Flexible schedule
- Convenient site locations throughout the West Valley
- Friendly, welcoming, and professional environment
- Accomplish the volunteer hour requirements for students
- Learn a valuable life skills and get hands-on job experience
- IRS tax law certification and great on resume experience
- Satisfaction of helping the community
- Tax professionals earn Continuous Professional Education (CPE) credits

VITA is an exciting, educational, and enjoyable opportunity. Interested?  
Become a VITA Volunteer and see what difference YOU can make!

For more information, email  
[westvalleyvita@turnanewleaf.org](mailto:westvalleyvita@turnanewleaf.org) or  
visit [TurnaNewLeaf.org/VITA](http://TurnaNewLeaf.org/VITA)



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V I T A

Volunteer Income Tax Assistance

[TurnaNewLeaf.org](http://TurnaNewLeaf.org)

# vita volunteer roles



## Greeter/Screenener

Greets the taxpayers and ensure they get the required assistance.  
Ensure that the taxpayers have all the necessary documents.



## Tax Preparer

Prepares basic or advanced 1040 tax returns and related schedules for eligible taxpayers. Interviews taxpayers to determine if all income, deductions, and allowable Interviews taxpayers to determine if all income, deductions, and allowable credits are claimed.



## Site Coordinator

Provide coordination, organization and supervision of the VITA site and volunteers. Ensures that all volunteers adhere to IRS Volunteer Standards of Conduct and Quality Site Requirements. Coordinates volunteer schedules and compiles reports.



## Instructor

Completes IRS tax law certification (required annually) and facilitates tax law and tax preparation software training sessions. Prior Tax Law Experience Required.

*Prior Tax Law Experience Required.*



## Interpreter

Assists with interpretation between the taxpayer and the VITA program volunteers to ensure accurate information is being shared.

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