



## Volunteer Position Description

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Job Title: Income Tax Clinic Volunteer

Persons Served	<ul style="list-style-type: none"> <li>• Low income families and individuals, including seniors</li> </ul>
Purpose	<ul style="list-style-type: none"> <li>• Provides persons and families with low incomes access to free, accurate income tax preparation services as part of SECC's Community Information Services</li> </ul>
Outcomes	<ul style="list-style-type: none"> <li>• Increased eligible public access to free income tax preparation services</li> <li>• Decreased instances of persons not filing a (correct) return</li> </ul>
Activities & Tasks	<ul style="list-style-type: none"> <li>• Prepare basic income tax returns using Revenue Canada supplied computer software</li> <li>• Ask participants for clarification of information when necessary</li> </ul>
Outline of Responsibilities	<ul style="list-style-type: none"> <li>• Complete income tax returns in accordance with Revenue Canada guidelines</li> <li>• Report questions or concerns to the Income Tax Clinic supervisor</li> </ul>
Schedule & Commitment	<ul style="list-style-type: none"> <li>• Three (3) hours per shift</li> <li>• One-time or multiple shifts available</li> <li>• Mornings 9:00 a.m. to 12:00 noon</li> <li>• Afternoons – 1:00 pm – 4:00 pm</li> <li>• Evenings 6:00 p.m. to 9:00 p.m.</li> <li>• During the month of March</li> </ul>
Boundaries & Limitations	<ul style="list-style-type: none"> <li>• Maintain confidentiality of all information encountered in the process of completing duties</li> <li>• File returns in accordance with Revenue Canada guidelines</li> <li>• Report any and all concerns to the Income Tax Clinic supervisor</li> </ul>
Skills, Experience and Qualifications Required	<ul style="list-style-type: none"> <li>• Knowledge and/or experience in current income tax preparation procedures and relevant tax laws as they pertain to personal income tax returns</li> </ul>

<p>Personal Traits and Qualities Needed</p>	<ul style="list-style-type: none"> <li>• Ability to work with the public</li> <li>• Strong communication and interpersonal skills</li> <li>• Patience and understanding/sensitivity to unique client needs</li> </ul>
<p>Orientation &amp; Training Available</p>	<ul style="list-style-type: none"> <li>• To be determined in conjunction with the Income Tax Clinic supervisor</li> <li>• May include access to Revenue Canada training courses</li> </ul>
<p>Support, Supervision &amp; Evaluation Provided</p>	<ul style="list-style-type: none"> <li>• On-site supervision and support provided by the Income Tax Clinic Supervisor.</li> </ul>
<p>Mandatory Activities</p>	<ul style="list-style-type: none"> <li>• Fulfill scheduled shift(s)</li> <li>• Report anticipated lateness or absence to immediate supervisor ASAP</li> <li>• Complete any orientation or training as determined by the Income Tax Clinic supervisor</li> </ul>
<p>Setting &amp; Location</p>	<ul style="list-style-type: none"> <li>• SECC Offices</li> <li>• May include both Leamington and Kingsville locations</li> </ul>
<p>Benefits to Volunteer</p>	<ul style="list-style-type: none"> <li>• Helping others in the community</li> <li>• Giving back to the community</li> <li>• Personal satisfaction</li> <li>• Fulfillment of professional (pro bono) obligations</li> </ul>
<p>Screening Measures</p>	<ul style="list-style-type: none"> <li>• Volunteer Application</li> <li>• Interview</li> <li>• Police Records Check</li> <li>• Registered with CVITP (with the help of the Tax Clinic Supervisor)</li> <li>• Obtained an EFILE number through CRA (with the help of the Tax Clinic Supervisor)</li> </ul>