

INCOME TAX PREPARER

Position Summary:	Support qualifying Canadians, newcomers and immigrants to complete simple income tax and benefit returns using computer software at tax clinics.
Reports to:	Settlement & Integration Worker
Roles and Responsibilities:	<ul style="list-style-type: none"> • attend annual training sessions • volunteer at a minimum of one tax clinic • keep clients' information confidential • complete simple tax returns by inputting data provided by clients • register online to become a volunteer
Skills and Qualifications:	<ul style="list-style-type: none"> • willingness to learn new skills • basic computer skills • good oral English skills • good team work skills • attention to detail • caring and positive attitude
Time Required:	<ul style="list-style-type: none"> • min 4 hours in February for training • min 4 hours for tax clinics between February and April
Why Volunteer?	<ul style="list-style-type: none"> • Meet new people and contribute to your community • Learn about Canadian tax system and filing taxes • Receive free training and ongoing guidance • Gain experience and develop skills for future career opportunities • Add it to your resume

The **Community Volunteer Income Tax Program** supports eligible low-income individuals to complete and submit their income tax and benefits returns. Eligible individuals include those unable to prepare their income tax return on their own, low income individuals and social assistance recipients, newcomers to Canada, seniors, students, first nations, and those with a simple tax situation.