



DABC Volunteer Income Tax Assistance (VITA) Position Description

Purpose of Position:

To provide FREE tax return preparation and assistance to low-income taxpayers in the Denver Metro community; to make an impact in your local community and help underserved taxpayers build for the future and become economically stable.

Responsibilities:

- Complete basic and/or refresher tax law training, including the use of electronic filing software and DABC site procedures.
 - Basic tax and online software training is provided by DABC staff
- Successfully pass an IRS-certified test on required tax law knowledge.
- Provide high-quality assistance to all taxpayers. Directly prepare taxpayer's return based on information they have provided.
- "Interview" taxpayers to determine if all income, deductions, and allowable credits are claimed.
- Maintain confidentiality of taxpayer information.
- If eligible, complete advanced tax law certification and perform quality review on completed returns.

Qualifications:

- Willingness to share time and skills with low-income community members.
- Basic computer skills for inputting tax return information using electronic filing software
- Ability to deal with the public in a helpful and supportive manner, including interviewing skills and answering tax related questions when comfortable.
- Friendly, dependable, and flexible.
- Compassionate, willing to keep an open mind and positive attitude.
- Takes pride in making a difference in this community.

Benefits:

- Get involved with and become a leader in your community.
- Meet, network, and work alongside volunteers of varying professions.
- Build your resume by acquiring new skills such as accounting, human services, and strong knowledge of tax law.
- Gain the confidence and skills needed to file taxes for hard-working families, individuals, and even for you!

Training and Time Requirement:

	Tax Law Classroom Training at DABC Office	Tax Law Self-Study at home*	IRS Online Tests*
New Volunteers	8	2-4	2-6
Returning Volunteers	4	1-3	2-6

*Volunteers can use DABC offices to study and practice for the online tests. DABC staff are more than happy to assist volunteers with their online tests, and are always available to answer questions and provide guidance.

Volunteer Time Requirement:

The DABC does not require volunteers to work a certain amount of hours. There is opportunity to work between 3-15 hours each week starting on January 12th through April 17th. The work you will do with DABC is rewarding, challenging, and fun. You will work alongside volunteers of all ages and walks of life. DABC staff recognizes our volunteers each week by providing food, raffles, and even parties throughout the tax season. The DABC would not be what it is today without our small army of dedicated, passionate volunteers.

We hope you will join us as a tax preparer in 2017!