****

**Community Income Tax Clinic - Volunteer Opportunity**

|  |  |  |
| --- | --- | --- |
| Kiwassa Neighbourhood House is looking for Income Tax Clinic Volunteers. This position will support our Community Income Tax Clinic Program during March – April 2019, in collaboration with Canada Revenue Agency (CRA). Kiwassa is looking for volunteers who are comfortable working with numbers, have some basic accounting and/or tax experiences. Volunteers would be a great networking and learning opportunity and volunteers. Kiwassa will ensure volunteer recognition and provide reference letters and/or certificate of completion of the Tax Clinic to volunteers.  **Experience and qualifications:**   * Experience working with people from diverse backgrounds and familiarity with social service organizations * Time management skills * Comfortable working with numbers and processing income tax returns * Some experience and/or training with completing income tax form and relevant forms * Accounting or bookkeeping experience will be an asset * Ability to problem solve and work independently * Good computer skills * Communication skills * Knowledge of a second language will be an asset. * Clear criminal record check   **Main duties and responsibilities**   * Committed to help clients, including, seniors, adults, newcomers, and people who need support to complete their Income Tax forms (basic and simple tax returns only) * Apply and register as a Kiwassa volunteer and CRA’s Canadian Volunteer Income Tax Program (CVITP) * Complete training that will be provided by CRA * Attend a volunteer orientation session by Kiwassa * Communicate with Kiwassa’ Volunteer Coordinator on ongoing basis during the Income Tax season  |  | | --- | |  | | **Time Commitment and Schedule**   * Minimum 4 hours per week during tax season, March & April, 2019 * Prepare and communicate your weekly schedule of availability with Kiwassa so that appointments could be booked for your schedule * The Community Volunteer Income Tax Clinic runs on weekdays during office hours 9:00am-5:00pm. It does not run during the evenings or on weekends |   **How to apply as a Volunteer for Income Tax Clinic?**  If interested, please email Community and Volunteer Developer Vicky Li [vickyl@kiwassa.ca](mailto:vickyl@kiwassa.ca) your resume. |
|  |