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**Community Income Tax Clinic - Volunteer Opportunity**

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| 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

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| **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
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**How to apply as a Volunteer for Income Tax Clinic?** If interested, please email Community and Volunteer Developer Vicky Li vickyl@kiwassa.ca your resume. |
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