

## Tax Volunteer

### Volunteer Description

Each year the Women's Centre works with volunteers to assist low income women with completing their tax returns and helping them to understand the different government programs they may qualify for.

### Duties

- Helping women to complete their taxes at the Women's Centre and sharing other community resources that women might qualify for.
- Providing women with support through active listening and talking to women in general to facilitate social connections; and maintain an inclusive and welcoming space for all women

### Requirements

- **Two years' experience filing taxes, Community Volunteer Income Tax Program (CVITP) Registration and E-File screening**
- Knowledge of UFile or a willingness to attend training with a senior tax volunteer
- Participation in an initial orientation
- Ability to work with a diverse range of women in a non-judgemental manner.
- Ability to work both independently and as a team member.
- An interest in women's issues and in helping women.
- Good listening and communication skills.
- A willingness to work within the philosophy of the Women's Centre.

### Time commitment

This position requires a minimum time commitment of 3hrs/week for 12 weeks commitment from mid March to June. If you are available longer than 3hrs/week, please feel free to let us know.