



Position Description: Volunteer Income Tax

PURPOSE: To complete income tax returns for low income clients

LOCATIONS: NROCRC 1547 Merivale Road Unit 240

RESPONSIBILITIES:

- Complete income tax returns using CRA software
- File the return electronically
- Ensure waiver form is filled out and signed

REPORT TO: Income Tax Coordinator

DURATION AND TIME SCHEDULE:

March and April 2017:

Monday and Thursday: 3:00-8:00 pm

Saturday: 10-3:00 pm

Volunteer selects their own availability and schedules with the coordinator in advance.

QUALIFICATIONS:

- Experience filing income tax returns for diverse populations
- Good communication skills: English is mandatory, other languages an asset

Contact: For more information please contact Deborah Holohan at 613 596-5626.

CRIMINAL RECORD CHECKS ARE REQUIRED FOR ALL VOLUNTEERS

It is the responsibility of the volunteer(s) to obtain a criminal record check at their expense.

It is essential to obtain a **VULNERABLE SECTOR** criminal record check. Volunteer placement cannot begin until the criminal record check is completed and provided to the agency.

