

VITA Volunteer Opportunity Descriptions

Volunteer Opportunity Site Greeter

Description

Site Greeter will welcome incoming tax assistance clients, provide directions for completing intake forms, and direct/manage traffic flow at the VITA sites. Volunteers must be bilingual (Spanish and English speaking). This position does not require IRS Certification but volunteers must complete the IRS Standards of Conduct Exam. United Way of Santa Barbara County will provide online and in-person training and certification during the month of January 2020. VITA runs from February 1 – April 15, 2020.

Site Interpreter

The Site Interpreter will assist tax preparers and tax assistance clients during the filing process with translation and during the intake process at the VITA sites. Volunteers must be bilingual (Spanish and English speaking). This position does not require IRS Certification but volunteers must complete the IRS Standards of Conduct Exam. United Way of Santa Barbara County will provide online and in-person training and certification during the month of January 2020. VITA runs from February 1 – April 15, 2020.

Tax Preparer

Tax Preparers will assist tax assistance clients to file their income taxes and answer general tax questions at the VITA sites. Preparers will receive training to become IRS Certified tax preparers. United Way of Santa Barbara County will provide online and in-person training and certification during the month of January 2020. VITA runs from February 1 – April 15, 2020.

Tax Reviewer

Tax Reviewers will check tax returns for accuracy before final submission to the IRS at various sites in Santa Barbara and Goleta. Tax Reviewers must be IRS Certified as advanced tax preparers and have prior related experience. United Way of Santa Barbara County will provide online and in-person training and certification during the month of January 2015. VITA runs from February 1 – April 15, 2020.