



Volunteer Opportunity: Volunteer Greeter/Screenener

Program Description

Earn It Keep It SAVE It, a United Way of Southern Nevada collaborative, offers free tax help to people who qualify. In addition, valuable community information is disseminated to families who utilize the Earn It Keep It SAVE It services.

Position Overview

Volunteer Greeters support Volunteer Tax Preparers by providing clients with an interview and intake sheet to complete and advising taxpayers on the documents necessary to complete their tax return.

Duration of Opportunity

- Mid-January through April 15; renewable upon agreement with Earn It Keep It SAVE It
- The Volunteer Greeter/Screenener position requires a minimum commitment of 4 to 6 hours per week during the tax season

Essential Functions

- Greet all taxpayers visiting the site to create a pleasant atmosphere
- Complete a log or check sheet to sign in taxpayers needing assistance
- Perform screening process of all taxpayers
- Survey taxpayers to determine the type of assistance they will be needing and the tax forms that will be required to complete their tax return
- Ensure that taxpayer has brought the necessary information (e.g. W-2, 1099's, last year's return) from which a tax return can be completed
- Monitor site traffic to ensure that sufficient time is allowed for all taxpayers being checked-in at the site to receive assistance
- Refer taxpayers with complex returns to the IRS website or toll-free help number, or non-designated tax practitioner or firm
- Provide copy of completed return to taxpayer
- Maintain confidentiality of taxpayer information
- Provide general assistance to site patrons

Qualifications

- Basic tax knowledge (Form 1040, Form 1040A, and Form 1040EZ). Basic tax training will be provided as needed.
- Available 4 to 6 hours per week during tax season
- Ability to deal with the public in a helpful and supportive manner
- Pride in performing tasks completely and accurately
- Friendly, dependable and flexible
- Bi-lingual a plus

Support Provided

- Orientation, training and on-site support will be provided

Benefits:

- Increased knowledge of tax preparation and basic tax law
- Certificates of appreciation and acknowledgement from local elected officials and the IRS