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Description automatically generated with medium confidenceP.O. Box 2370/111 Mountain View St.

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**INCOME TAX ASSISTANCE (VITA) VOLUNTEER**

Our Mission: *HRN provides advocacy, education, and programs that promote personal empowerment, support vulnerable populations, and create connections to local resources.*

**DESCRIPTION OF DUTIES**

**Duties:**

* Meet individually with clients, interview clients, review tax documents, and prepare returns using professional tax software.
* Connect clients to meaningful savings opportunities including U.S. Savings Bonds and credit union accounts.

**Qualifications:**

* Must successfully complete free tax preparation training and pass IRS certification test.
* Must maintain client confidentiality.
* Ability to build rapport & discuss sensitive financial information with care.
* No prior tax experience is required, but the ability to prepare a basic tax return or other relevant classroom or work experience in tax law or accounting is recommended.

**Time Requirement:**

* A minimum of one 4-6-hour shift, one to two weekdays (Monday – Friday) per week during tax season (January 25th to April 18th).
* Our greatest need is during February and early March when our tax site is the busiest.

**Training:**

* Tax Volunteers are required to attend a pre-season orientation and complete the training.
* Training is online through IRS’s Link and Learn system, which can be done at HRN with one-on-one mentoring and assistance.
* Both *new* and *returning* Tax Volunteers must pass the IRS certification exam.

**Benefits:**

* Gain professional skills while helping families in Trinity County boost their financial stability!
* Free tax law and tax preparation training, culminating in IRS certification
* Support from trained Vita Volunteers and staff with 19+ years’ experience

**Contact:** Jeanetta Trounday, Site Coordinator, at jtrounday@hrntrinity.org or (530) 623-2024