



Volunteer Income Tax Assistance

Saving families money while keeping
tax dollars in our community.

Volunteers Needed in Your Community! Call Today

As a Volunteer you will:

- Help families gain free access to **Tax Credits** and keep more money in their pockets.
- Gain valuable experience—IRS certification training is free!
- Give back to your community

No experience is necessary and Training is Free

Volunteer Opportunities:

(Position descriptions available in the Page, AZ area are on the back of this flyer.)

- Tax Assistor
- Screener
- Greeter
- Quality Reviewer
- Site Coordinators
- Scan Helper

Don't hesitate; there are volunteer opportunities just for you!

Contact us today to volunteer

Coconino County Health and Human Services

Cindy Wilson

928-679-7400 or cwilson@coconino.az.gov



United Way
of Northern Arizona

Call Today!

VITA Program

Descriptions of positions listed below.

Contact Cindy Wilson at cwilson@coconino.az.gov or 928-679-7400

Tax assistor

- Participate in IRS tax training and pass a certification test.
- Work closely with taxpayers to complete their income tax returns in accordance with the IRS regulations.
- Enter taxpayer data into the software to complete tax return.
- All returns are double-checked by certified quality reviewers.

Screeener/Scan

- Participate in IRS ethics training and pass a certification test.
- Participate in and complete Screening training, approximately 4 hours.
- Work directly with taxpayers to ensure they have proper tax documents.

Greeter

- Participate in IRS ethics training and complete Greeter training.
- Training time approximately 2 hours.
- Welcome taxpayers with a friendly attitude and direct them to the sign in sheet.
- Hand out an intake form to taxpayer.
- Keep site coordinator aware of site flow.

Quality Reviewer

- Participate in IRS tax training and pass the advance level certification test.
- Check completed tax forms for errors utilizing the IRS checklist and advise tax assistor of any changes made.
- Work closely with site coordinator to keep site flowing smooth.

Bilingual Spanish Volunteer

- Participate in IRS ethics training and complete training in area of interest.
- Provide bilingual assistance in the area of training completed.
- Training time depends on the area of interest.
- Work closely with taxpayers.

Site Coordinator

- Help manage the tax site.
- Participate in IRS tax training and pass the advance level certification test and Site Coordinator training.
- Provide positive assistance to all volunteers at tax site, in accordance to IRS regulations.