



Volunteer Tax Preparation Consultant

**VOLUNTEER
PROGRAM
CONTACT PERSON**

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START DATE

March, 2009

COMMITMENT

1-2 Three-hour workshops

PURPOSE

To help youth participants prepare and file federal and state income taxes

PROGRAM

Employment Resource Center

DUTIES

- Help youth participants prepare and file state and federal income taxes
- Answer participant questions about tax preparation and documentation

QUALIFICATIONS

- Knowledge of taxes and free IRS preparation software
- Experience working with youth

**REQUIRED
TRAININGS**

- Complete computerized HIPAA training prior to start
- New Worker Orientation
- Mandatory Reporting
- Blood Borne Pathogens

**RECOMMENDED
TRAININGS**

- De-Escalation Training
- CPR/First Aid (nominal fee)