

VOLUNTEERING PROMISES BIG RETURNS

This tax season you can bring thousands of dollars into the homes of working families in Philadelphia.



As a volunteer tax preparer you will be part of a tremendous effort that brings \$20 million each year into the homes of low income families and the Philadelphia economy. This income boost helps families afford winter coats, pay utility bills and even save for homeownership.

We Can Only Succeed with Volunteers Like You!

▶ **Make a Difference**

Connecting a tax customer to the Earned Income Tax Credit can raise a family's wages by up to \$5,657. **Volunteering once a week for the entire tax season can produce more than \$51,000 in refunds!**

▶ **No Professional Experience Needed**

All volunteers receive free IRS training and certification.

▶ **Flexible Hours**

You can volunteer daytime, evenings and/or weekends.

▶ **Flexible Locations**

You choose from 11 sites in neighborhoods throughout Philadelphia.

▶ **Advance Your Career**

A great resume building experience! Also, **CPE/CLE** credits may be available for CPAs and attorneys.

▶ **Opportunities for Everyone**

In addition to completing tax returns, we need volunteers to greet customers, link them to savings products and public benefits, and provide administrative support.

**The Campaign
for Working
Families**



**Take All the Money.
You Earned It!**

TO REGISTER:

Go to **www.phillyfreetaxes.org** and click on **"Volunteer,"**
Call or Email with questions: **215-851-1759** or
taxvolunteer@gpuac.org

OPPORTUNITIES FOR EVERYONE!

Find the role that best fits your skills and interests:

Typically volunteers commit 3-4 hours each week during the tax season, January 25th through April 15th

Tax Preparer

Help connect working families with all of the tax credits for which they are eligible, often adding up to thousands of dollars. You will work one-on-one with families, using intake forms and computer software to electronically file high quality tax returns and to keep money in our customers' pockets.

Skills Needed: No tax law experience necessary. Basic computer literacy, attention to detail, customer service skills

Training:

- **New Volunteers:** 8-10 hours
- **Returning Volunteers:** 4-6 hours

Resource Builder

Maximize your impact for working families by cross training in tax preparation and public benefits application (FoodStamps, FAFSA, SCHIP etc.). You will utilize one software program that combines all applications in one seamless process to provide customers with a one stop shop to build resources for financial stability.

Skills Needed: No tax law experience necessary. Basic computer literacy, attention to detail, customer service skills

Training: 8-10 hours

Advanced Tax Preparer

In addition to the responsibilities of a tax preparer you will complete more difficult returns, assist less-experienced volunteers, and support the Quality Review process to ensure that every tax return is completed in full and free of errors.

Skills Needed: Individuals with 2 or more years of volunteering experience with The Campaign for Working Families and tax law and/or accounting experience are perfect candidates for this position.

Training: 4-6 hours

Intake Coordinator

A strong intake coordinator is essential for creating a welcoming and organized atmosphere at the sites. Greet customers and guide them through the intake process, screening for eligibility, and compiling all intake documents. Talk to customers about saving money and sign them up for essential financial products. Assist site managers with administrative tasks.

Skills Needed: Customer Service skills, basic computer skills and a high level of organization.

Training: 4 hours