



Community Volunteer Income Tax Program – Ajax Welcome Centre Volunteer

Annually, the Centre welcomes volunteers who support newcomers and low-income residents to file their tax returns.

Volunteer Duties and Responsibilities

Volunteers are to:

- Successfully complete the Community Volunteer Income Tax Program's (CVITP) screening process and trainings
- Assist clients with identifying the documents needed to file their taxes
- Accurately enter client's information into the online tax filing software

Qualifications

- Excellent organizational skills, must be detail-oriented and be able to work with minimum supervision
- Effective interpersonal communication skills, and demonstrates high quality customer service standards
- Familiarity with tax filing is an asset.
- Ability to enter information accurately in the CRA online and print tax filing templates
- Maintain confidentiality and privacy of client's information
- Prepare and track statistics on completed tax returns
- Ability to speak multiple languages is an asset.