

Volunteer Job Description: Income Tax Preparation Volunteer

CCM Edgewood, in cooperation with AARP, provides free income tax preparation for older and low income adults. Tax appointments are held Tuesdays, Wednesdays and Thursdays from 10 a.m. to 5 p.m. in February and March.

We are seeking a volunteer to assist with organizing income tax preparation appointments. No tax knowledge is required for this position.

The income tax preparation volunteer will:

- Handle intake of patrons who have arrived for their tax appointment
- Communicate with the tax preparers and patrons to ensure short wait times
- Schedule appointments for patrons or place patrons on the waiting list
- Make reminder calls to patrons who have appointments scheduled the next day

The ideal candidate for the income tax preparation volunteer position will have the following qualities/abilities:

- Able to be at the library for at least two days a week (Tuesday, Wednesday and/or Thursday) from 10:00 a.m. to at least 2:00 p.m. in February and March
- Comfortable making and receiving phone calls
- Has legible and neat handwriting
- Can multi-task
- Organized and detail-oriented
- Amiable and friendly with library patrons