

Tax Clinic Phone Support

Duties/Responsibilities

Phone support volunteers will act as an additional resource to volunteers who are “in the field” completing returns on-site by answering questions related to completing personal tax returns.

Location

Alberta

Time Commitment

Tax clinics run in the evening from 6:00 p.m. until 9:00 p.m.

An ideal timeframe commitment of one week. Calls per day, if any, may vary. Approximately one and five calls per week.

Requirements

Member in good standing.

Three years of tax clinic experience.

Work experience in the tax field.

Experience using ProFile tax software.

Volunteer Interests

Community Service, Tax Clinics

Recruitment starts in December each year. Clinics take place in March and April.