



Tax Clinic Volunteer

This position is responsible for helping prepare tax returns for community members under the lead of the Community Advocacy Program.

Time Commitment: Volunteers would ideally be able to commit **1+** shifts per week. Shifts run from March 11 to the end of April.

At our 1884 Davenport Road location: Tuesdays 2-5pm, and Fridays 9am to 12pm

At our 601 Christie location: Thursdays, time to be determined



Program-Specific Responsibilities:

- Complete income tax returns for community members
- Be compliant with the Canadian Revenue Agency's (CRA) Community Volunteer Income Tax Program (CVITP)
- Be registered with E-file
- Keep statistical data on the number of returns prepared
- To maintain confidentiality

Skills & Attributes:

- Ability to understand and comply with The Stop's mission statement, policies and procedures
- **Experience in basic income tax preparation** (CRA offers training and support)
- A good understanding of Canadian tax laws and regulations, especially as they relate to marginalized communities
- Ability to work respectfully with people of diverse backgrounds and experiences
- An understanding of the challenges experienced by low-income individuals
- A non-judgmental and non-discriminating attitude
- A welcoming, friendly and open-minded attitude
- Ability to work independently and as a team player
- Be comfortable working with computers
- **Ability to speak Spanish strongly desired.**

To Apply: Please email your resume or directly contact diane@thestop.org or 416-652-7867 x.249.