

VITA Volunteer Positions

La Casa de Esperanza's VITA Program is a volunteer-based program designed to provide **FREE** tax preparation, financial literacy, and asset building services for low-to-moderate income individuals and families in our community and surrounding areas. All of our **volunteers receive FREE training and our Tax Preparers are certified by the IRS!**

Spanish speaking is NOT a requirement

Our volunteer needs range from the following:

- ❖ **Tax Preparer:** Preparing and E-Filing client tax returns. You will receive **FREE** training and become IRS-Certified! No experience necessary.
- ❖ **Intake Screener:** Intake Screeners help our clients fill out their personal information sheet and confirm that each taxpayer has the necessary information and documents required by the IRS to complete their return.
- ❖ **Appointment Scheduler:** Client appointments will be made using great customer service skills and inputting thorough information into our database.
- ❖ **Administrative:** This role will provide clerical assistance to our VITA program. Some duties include: Data Entry, Filing, scheduling and Copying.

Please consider joining us as a VITA Volunteer and help make a difference in the community!! For more information contact: Gabriella Allen (VITA Site Coordinator) at 262-832-1565.