

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:

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