



# **Volunteer Position – Income Tax Clinic**

**Position Title:** Tax Clinic Volunteer

**Department:** Equity and Advocacy

**Supervisor:** Community Services Coordinator

**Location:** St. James Campus & Casa Loma Campus

**Hours:** Minimum 6 hours of availability/weekdays between March 12 – 23, 2018

**Number of Volunteer Positions:** 20 - 30

## **Position Overview:**

The role will provide interested students with relevant experience filing taxes and working with clients. No experience filing taxes is necessary but must have a willingness to learn.

The successful candidate will:

- Be a current George Brown College student
- Have completed a post-secondary accounting or finance course or equivalent
- Registered as a Canada Revenue Agency (CRA) tax clinic volunteer
- Register for an EFILE number
- Consent to a police records check

## **Learning outcomes**

By the end of this opportunity you will gain experience in:

- Introductory to income tax preparation
- Working with a diverse client-base
- Appointment and scheduling management
- Problem-solving and resolving tax concerns
- Active listening and client-based
- You will also receive a Certificate of Appreciation from the CRA for volunteering your time during the Student Association Tax Clinic

## **Application Information:**

Only individuals who complete the below requirements may be eligible to volunteer.

Requirements

- Complete the [Online Tax Clinic Volunteer Form](#)
- Register as a Canadian Revenue Tax Clinic Volunteer
- Register or renew your EFILE number
- Consent to a police records check

**Deadline: January 31, 2018**

**Email: [communitycoordinator@sagbc.ca](mailto:communitycoordinator@sagbc.ca)**