

# VOLUNTEER OPPORTUNITY

The Salvation Army  
Community Services (Calgary)



POSITION:

## CSS - PROGRAM ASSISTANT - Income Tax Program

LOCATION:

- Forest Lawn Centre 1826 – 36 Street SE Calgary
- Family Resource Centre 1731 – 29<sup>th</sup> Street SW Calgary
- Centre of Hope 420 – 9<sup>th</sup> Avenue SE Calgary
- Berkshire Citadel 222 Sandarac Drive NW Calgary

### POSITION DESCRIPTION & RESPONSIBILITIES:

- This program is operated to assist clients with preparing their taxes in a timely manner which will enable them to then have access to all government programs and funding that is available.
- Shifts can be scheduled with the Supervisor between Monday to Friday from 9:0 a to 8:00 pm to fit your scheduled
  - We do request volunteers work a minimum of 3 hours per week but schedule can be arranged with supervisor to meet both the program and the volunteer needs.

### DUTIES WILL INCLUDE BUT NOT LIMITED TO:

- Prepare individual and family income taxes for the current year;
- Electronically file taxes as appropriate;
- Provide paper documentation as required;
- Ensure all consents are signed
- Refer client to a Resource Specialist if they are in need of any other services.

### REQUIRED SKILLS or INTERESTS:

This volunteer must have:

- Must be certified through CVITP and have an E-file number issued through CRA.
- Ability to work independently
- Organized
- Good communication and interpersonal skills.
- Ability to serve others with compassion and a non-judgmental attitude.

### IF YOU ARE INTERESTED IN THIS VOLUNTEER POSITION PLEASE CONTACT:

**Neeta Mathew**

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Or phone 403-220-0446



The Salvation Army exists to share the love of Jesus Christ, meet human needs and be a transforming influence in the communities of our world. Each position contributes to the mission of The Salvation Army.