

Volunteer Opportunities

Earn It! Keep It! Save It! Marin provides free tax preparation to low- to moderate-income individuals, families, and seniors. Tax returns are prepared by trained volunteers through a partnership with AARP Tax-Aide, United Way of the Bay Area, IRS, Prosperity Partners, and other local community organizations.

Last year, free tax sites in Marin County completed **over 2,800 tax returns and returned over \$3 million in total refunds to local residents**. This is money that was returned to the pockets of Marin residents and put back into the local economy. We need your help to reach even more families in 2011!

Volunteer Requirements

Please join our exciting coalition of volunteers – we will provide training and link you to a local site to assist low-income families and seniors in your community. We have sites throughout Marin including San Rafael, Novato, Mill Valley, Fairfax, and Marin City.

- All of our tax preparers and screeners must be trained and certified by the IRS. Training classes take place in January and vary from 6 – 8 days of class (both weekday and evening/weekend sessions are available). For tax professionals or experienced volunteers, an online training and certification tool is available.
- Site operation hours vary by site but each volunteer is asked to commit to at least one shift per week during the tax season from February 1st through April 15th.
- All of our volunteers need to be comfortable working with a computer.

Volunteer Positions

Tax Preparer: Tax Preparers assist taxpayers with their tax returns during the tax filing season. Volunteers will complete a training course and become IRS certified to prepare taxes. Bilingual tax preparers are always in high demand.

Screener: Screeners are responsible for assisting clients with the intake form and ensuring taxpayers have the correct tax documents and identification. This is a critical role as it is the initial point at which important filing information is gathered and verified.

Interpreter: Interpreters aid taxpayers by working alongside the tax clients and tax preparers. Volunteers who speak Spanish and Vietnamese are always needed in Marin County. Training is provided by each tax site.

Greeter: Greeters welcome tax filers to the tax site during the tax season and may also inform taxpayers about other available community resources. Training is provided by each tax site.

Interested in volunteering or learning more?

Please contact Ramona Smith at 415.339.2837 or rsmith@marincitycdc.org
or visit www.marincitycdc.org or www.earnitkeepitsaveit.org

Volunteer Training Options and Tax Sites

All volunteer tax preparers and screeners must complete a training course and be certified by the IRS. For Marin, there are two types of training classes. To work at an AARP Tax-Aide site, you must complete the AARP training. For all other sites, you will attend the VITA sessions. All types of free tax sites in Marin serve both seniors and low-income families.

Please note that the training and site schedules are still tentative. We will let you know the final dates and locations as soon as possible.

Volunteer Income Tax Assistance (VITA) Training (6 sessions*)

- Wednesdays (January 5th, 12th, 19th): 6pm – 9pm
- Saturdays (January 8th, 15th, 22nd): 9am – 4pm

VITA Sites in Marin:

San Rafael

Community Action Marin
409 4th Street
TBD

Canal Alliance

130 Alto Street
Tu: 4pm – 8pm
Su: 12pm – 4pm

Whistlestop

930 Tampalpais Ave.
Tu: 1pm – 4pm
W- 1pm - 4pm

Marin City

Marin City CDC
630 Drake Ave
TBD

Novato

Margaret Todd Senior Center
1560 Hill Rd.
M: 1 – 5pm
Tu: 9am – 1pm
F: 1pm – 4pm

*Please note that VITA site volunteers that are unable to attend the Marin training might be able to complete training in a nearby county or online.

AARP Tax-Aide Training (7 sessions)

- Monday – Friday, January 3rd – 7th: 9am – 4pm
- Monday and Tuesday, January 10th and 11th: 9am – 4pm

AARP Tax-Aide Sites in Marin**:

San Rafael

Community Center
618 B Street
Tu & F: 9.30am-3pm

CVNL

555 Northgate Dr.
Tu & Sa: 10am – 2pm
W: 5pm – 8pm

Fairfax

Fairfax Library
2097 Sir Francis Drake Blvd.
M & Th: 10am-3pm

Mill Valley

Community Center
180 Camino Alto
Tu & Th: 9:30am - 2pm

Novato

Novato Human Needs Center
1907 Novato Blvd.
M & Th: 9:30am-3pm

**To work at an AARP Tax-Aide site, volunteers must complete the AARP training in Marin.



Volunteer Inquiry Form

Name: _____

Address: _____

City: _____ State: _____ Zip code: _____

Home Phone: _____ Work Phone/Cell: _____

Email: _____

Please answer the following questions to help us place you at a tax site.

1. Which volunteer position are you interested in?

- Tax Preparer or Screener
- Greeter (skip question 2)
- Interpreter (skip question 2)

2. When are you available for training in January 2011?

- Evenings and/or Saturdays
- Weekdays
- Neither – I would like information about other training options

3. When are you available to volunteer? (Mark all days and times when you are available)

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Morning							
Afternoon							
Evening							

4. Where would you like to volunteer?

- San Rafael
- Marin City
- Mill Valley
- Novato
- Fairfax

5. Are you fluent in any languages other than English? If so, which languages?

6. Please rate your proficiency with computers:

- Beginner
- Intermediate
- Advanced

7. Please indicate any relevant experience (no experience is required):

- Tax Professional or CPA
- Previous tax preparation experience
- Previous accounting experience
- Other: _____
- No Experience

Please return this completed application to Ramona Smith by fax at 415.332.0337, or email: rsmith@marincitycdc.org or by mail to Marin City CDC, 630 Drake Ave., Marin City, CA 94965

