



Tax Site Host/Screenener

Volunteer Job Description

Lakes & Prairies Community Action Partnership, Inc. is providing tax assistance at no cost to low-income individuals and families. A Tax Site Host/Screenener directs the sign-in process and keeps the tax site clean and orderly. The Tax Site Host/Screenener is responsible for ascertaining what type of tax assistance the client needs and if the client has the appropriate documentation to prepare their tax return. The Tax Site Host/Screenener organizes the documentation to facilitate tax preparation. The Tax Site Host/Screenener works with other Lakes & Prairies volunteers and staff at our tax site located at the Family Service Center, 715 11th Street N in Moorhead, MN.

Responsibilities:

- Greet customers and volunteers
- Manage customer sign-in process
- Explain tax clinic procedures to customers
- Ascertain what type of tax assistance customer is requesting
- Verify customer is able to provide appropriate documentation for tax preparation
- Organize documentation for tax preparation
- Upkeep and cleanup of waiting, refreshment and play area
- Work cooperatively with other Lakes & Prairies volunteers and staff to assure the tax clinic runs smoothly and provides high quality service to customers
- Maintain strict confidentiality, providing as much privacy as logistically possible

Requirements:

- Attend a training session in January
- Be able to volunteer once a week mid-January through mid-April
- Be punctual and stay for the length of the time scheduled (approximately 4 hours)
- Complete all documentation required at tax site including attendance sheet
- Give a 24-hour cancellation notice when you will be absent from a scheduled shift

Qualifications:

- Enjoy working in a diverse ethnic, social, and economic environment
- Strong verbal communication skills
- Excellent interpersonal skills
- Ability to work independently and as part of a team



Lakes & Prairies Community Action Partnership, Inc
715 11th Street North, Suite 402
Moorhead, MN 56560
Phone 218-299-7000
Fax 218-299-7547
www.lakesandprairies.net