

## Native Canadian Centre of Toronto Tax Clinic Volunteer Role Description



**NCCT**  
NATIVE CANADIAN CENTRE OF TORONTO

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**Start Date:** March 2018      **End Date:** April 30<sup>th</sup>, 2018

**Role:** Tax Clinic Volunteer Role Description

**Time Commitment:** Volunteer needs to commit to at least one 2 hour shift a week during tax season.

**Supervisor:** Manager, Operations

**Duties and Responsibilities:** The goal of this volunteer position is to prepare tax returns for low income individuals and families. Volunteers will:

- Follow all tax clinic procedures and have tax clinic orientation training with Manager, Operations.
- Prepare tax returns for NCCT client and community members

**Qualifications:**

- If you volunteer through this program, you will receive training but you should have good knowledge of income tax and preparing returns.
- You will also be required to register for an EFILE account and that means you cannot be currently in bankruptcy or been convicted of tax fraud.
- Great attitude and a friendly demeanor.

If this role sounds like something you would be interested in please contact the Operations Manager, Bonnie Matthews at [bonnie.matthews@ncct.on.ca](mailto:bonnie.matthews@ncct.on.ca) and attach your resume and reference this role. Mii gwech!