

**Volunteer Position:** Program delivery Volunteer for Tax Clinic

**Date and time:** March to April, every Monday, Tuesday and Wednesday. From 9:00am to 3:30pm.

**Location:** #104-7071 Bayers Road. YMCA Center for Immigrant Services

## **Position Description:**

Every year, the YMCA center for Immigrant services organizes and hosts our free community Tax Clinic for newcomers. We have staff coming in from the YWCA who helps file taxes for our clients. For the 2025 tax clinic, we will be hosting it starting March to April, for three days every week. Even though the clinic lasts from 9:00am to 3:30pm. We are looking for volunteers who can either commit to all 6hrs or anyone who might volunteer for 3hrs.

## **Responsibilities:**

- Help with program room clean-up and set-up
- Greet clients as they come in for their appointment and help register them at the front desk
- Use our checklist to ensure clients have all the required documents
- Assist with filling out forms using the information clients provide
- Make reminder phone calls to clients regarding their appointment and inform them of all the documents they will need to bring with them
- Manage the flow of clients throughout the day.

**Onboarding Process: Just like all programs, tax clinic will also require volunteers to complete a series of steps before you can officially start volunteering. You should be willing to complete the following:**

- Criminal Record Check
- Vulnerable Sector Check
- Child Abuse Registry Search
- Child Safety and Protection Webinar Certificate
- Child Safeguarding Training, Online
- 2 References

## **Other Requirements:**

- We are looking for individuals who are fluent in English, Ukrainian, Kiswahili, Arabic, Tigrinya, Amharic and Somali.

**If you have questions or need more information, feel free to reach out to our Volunteer Coordinator, Shivani Narayanan at 902-237-8998 or [shivani.narayanan@halifax.ymca.ca](mailto:shivani.narayanan@halifax.ymca.ca)**