

Delaware Earned Income Tax Credit Campaign Volunteer Positions

Financial Resource Coordinator:

Responsibilities & Qualifications:

- Complete intake and checkout process for customers
- Utilize online tools to open bank accounts and pull credit reports
- Refer customers to additional services and programs as needed
- Assist Site Manager with administrative and clerical duties as needed
- Basic computer literacy
- Must be at least 18 years old

Greeter:

Responsibilities:

- Welcome customers to the site
- Explain general eligibility guidelines
- Coordinate intake process
- Assist Site Manager with other general duties as needed

Interpreter (Spanish):

Responsibilities:

- Provide interpretation services for customers
- Assist Site Manager with additional duties as needed

Tax Preparer:

Responsibilities & Qualifications:

- Prepare basic to intermediate level individual federal and state tax returns (depending on experience)
- Maintain accurate and complete paper files for all taxes completed
- Maintain quality and security of all confidential and sensitive data
- Assist Site Manager with additional duties as needed
- Basic computer literacy
- Must be at least 18 years old

- ✓ **Free training provided for all volunteer positions!**
- ✓ **Flexible day, evening and weekend shifts available!**
- ✓ **Free training offered in November and December!**
- ✓ **Tax sites are open January through April!**
- ✓ **We encourage group volunteering!**

VISIT www.eitcdelaware.net TO SIGN UP NOW!

For More Information:

NEW CASTLE COUNTY:
DEopportunities@gmail.com

KENT/SUSSEX COUNTIES:
DEopportunitiesKSC@gmail.com

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