

Volunteer Opportunity:

Community Volunteer Income Tax Program Intake Volunteer

Do you want to make a difference in your community? Join United Way Sault Ste. Marie & Algoma District as an **Intake Volunteer** and help ensure vulnerable individuals get the support they need during tax season.

Role Purpose

Support the administration of the income tax program by assisting with the intake process and preparing client information for tax preparation.

Key Responsibilities

- Organize and process client documentation.
- Contact clients to gather additional information as needed.
- Provide general administrative support for the program.

Qualifications

- Strong attention to detail.
- Comfortable making phone calls and speaking with clients.
- Awareness of confidentiality and data privacy.
- Basic organizational skills.

Time Commitment

- Flexible shifts during tax season (February–April).

Training Provided

- A brief orientation on the intake process.
- Access to optional "how-to" training videos for additional guidance.

Why Volunteer with Us?

Becoming a volunteer with our Community Volunteer Income Tax Programs offers a unique opportunity to drive meaningful work and support of the communities most vulnerable citizens. Your time and efforts will ensure that members of our community access the credits and benefits they need. Gain valuable experience and make a tangible impact!

Interested? Contact us today to learn more!

- Rayna Evoy
revoy@uwssmalgoma.ca
(705)256-7476 x 206

Stronger Together.

301-258 Queen St. E., Sault Ste. Marie, ON P6A 1Y7

Phone : 705-256-7476 Fax : 705-759-5899

Email : uwssm@uwssmalgoma.ca www.uwssmalgoma.ca