



VOLUNTEER OPPORTUNITIES!

Find the role that best fits your skills and interests

Volunteers typically commit 3-4 hours each week during the tax season: January 28th – April 16th

GREETER/SCREENERS:

A strong greeter and screener are essential for creating a welcoming and organized atmosphere at the tax site. You will:

- Greet clients
- Compile all tax documents
- Assist site coordinators with administrative tasks

Skills Needed:

- Effectively manage a crowd with positive communication and remain calm
- Customer service skills
- Basic computer skills
- High level of organization skills
- Bilingual a plus

Training: 4-6 hours (typically on a Saturday in December/January)

TAX PREPARERS:

Help connect working families with all of the tax credits for which they are eligible, often adding up to thousands of dollars. You will:

- Work one-on-one with families
- Use computer software to produce high quality tax returns
- Keep money in our customers' pockets

Skills Needed:

- Customer service skills
- High level of organization skills
- Basic computer skills
- Strong attention to detail
- Enjoy working with numbers
- Bilingual a plus

Training:

- **New Volunteers:** 8 hours (typically on a Saturday in December/January)
- **Returning Volunteers:** 4-6 hours (typically on a Saturday in December/January)

Benefits to you:

- You can choose from two sites within the Denver metro area convenient to you
- Help working families reach financial self-sufficiency
- Put an average of \$3,771 back in the pockets of working families in just one day!
- Advance your career – utilize current job skills, learn new ones
- A great resume building experience

- Leadership opportunities available



DID YOU KNOW?

Denver Asset Building Coalition Volunteers:

- Assisted 2,952 individuals and families with free tax preparation
- Saved our taxpayers \$600,000 in tax preparation fees
- Returned \$3,285,958 in refunds and credits to our taxpayers
- Helped 73 taxpayers open checking accounts
- Allowed taxpayers to save \$15,600 in US Savings Bonds

How can you help?

Join us on Monday or Wednesday evenings or Saturdays from January 28th thru April 16th, 2012

To register as a volunteer go to: <http://www.denverabc.org>

or

Call or email:
(720) 865-2433 or Karen@denverabc.org

