

## VITA VOLUNTEER JOB DESCRIPTION

### VOLUNTEER INTERPRETER

**Purpose of Position:** Provide interpreter services to taxpayers at a VITA site (e.g., non-English speaking or hearing impaired.) Spanish/English interpreters especially needed.

#### **Responsibilities:**

- Work with the Volunteer Site Coordinator or others at a VITA site to assist volunteer income tax preparers with interpreting tax payer information, as needed.
- Provide free interpreter services at VITA site(s).
- Ensure no compensation of any kind of accepted for volunteer services provided.
- Maintain confidentiality of taxpayer information.

#### **Qualifications:**

- Experienced interpreter. Volunteer interpreter should be proficient in a particular interpreter skill (e.g. speaks and can translate to and from English, sign-language). Ability to read both languages helpful.
- Basic tax knowledge (Form 1040, Form 1040A and Form 1040EZ) is helpful, but not required for the position.
- Willingness to share time, skills, and interests – e.g. provide interpreter services during the filing season (mid-January through April 15).
- Ability to deal with volunteers, partners, and the public in a helpful and supportive manner.
- Friendly, dependable, and flexible

#### **Support Available:**

- Training support will be provided.

#### **Time Required:**

The exact volunteer time depends on the number of VITA sites that request the need for an interpreter services.