



DANE COUNTY EXTENSION VITA TAX EDUCATION WORKSHOP VOLUNTEER POSITION

POSITION: VITA FSA Tax Education Workshop Volunteer

PURPOSE: The Tax Education Workshop Volunteer assists taxpayers in filing their returns at free tax preparation workshops. As opposed to traditional VITA site models, this workshop provides Facilitated Self-Assistance (FSA) model tax education. Instead of a tax preparer directly doing the return for them, the taxpayer uses *guided tax software* to complete their taxes while certified volunteer tax preparers stand by to help with snags and answer questions. This is combined with a short set of educational activities to explain the basics of tax filing, so that taxpayers walk out of their appointment with the knowledge and confidence to file their return again next year.

LOCATION: Multiple workshop locations in South, Central, and East Madison.

RESPONSIBILITIES:

- Complete and successfully certify in tax law training provided online and on-site
- Assist taxpayers in using guided tax software to complete their tax returns
- Answer basic tax questions and defer more complex issues to experienced volunteers or other services.

REPORTS TO: Extension VITA Program Coordinator (Casey Vetter)

LENGTH OF APPOINTMENT: The Workshop Volunteer serves from the start of tax season to April 15th, plus three training days in mid-January to certify.

TIME COMMITMENT: We are asking for a commitment of at least three 3-4.5-hour workshop shifts per season. Workshop dates will be decided per volunteer availability.

Please fill out our [volunteer interest form](#) or contact Casey Vetter at chvetter@wisc.edu if you are interested in volunteering.

QUALIFICATIONS: Eligible candidates for the Workshop Volunteer position should be 18 years of age and older, friendly, passionate about education, and a good problem solver. The ability to respond to taxpayers in a supportive and empathetic manner is critical. Candidates should also respect the confidential nature of the paperwork involved and be able to pass a criminal background check. **Volunteers bilingual in Spanish or Hmong are encouraged to sign up.**

FOR MORE INFORMATION, visit
<https://dane.uwex.edu/rdtc/volunteer/>