



RICHARD DILLEY TAX CENTER VOLUNTEER TAX PREPARER POSITION DESCRIPTION

POSITION: Volunteer Income Tax Assistance (VITA) Site Tax Preparer

PURPOSE: The VITA Site Tax Preparer provided free tax return preparation for individuals and families visiting the Richard Dilley Tax Center for tax services. The site provides free income tax preparation to low-income workers, seniors, and those with disabilities.

LOCATION: The Richard Dilley Tax Center is located at 2238 South Park Street (the UW South Madison Partnership) on Madison's South side.

RESPONSIBILITIES:

- Complete and successfully certify in tax law training provided online and on-site
- Use electronic filing software to accurately and efficiently prepare tax returns
- Work with Quality Reviewer(s) and Taxpayer(s) to ensure that all information on prepared tax returns is accurate

REPORTS TO: Site Captain (Paul Swanson)

LENGTH OF APPOINTMENT: The Tax Preparer 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 weekly commitment of at least one 3-4.5-hour shift per week. Scheduling options include:

Mondays	Fridays	Saturdays
8:30am - 12:00pm	12:30pm - 5:00pm	8:30am - 12:00pm
12:00pm - 3:00pm		12:00pm - 3:00pm

Options for partial shifts are also available. Please fill out our [volunteer interest form](#) or contact Clare Dahl at clare.dahl@wisc.edu if you are interested in volunteering.

QUALIFICATIONS: Eligible candidates for the Tax Preparer position should be 18 years of age and older, friendly, outgoing, flexible, and a good problem solver. The ability to respond to taxpayers in a supportive and empathic 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.extension.wisc.edu/the-richard-dilley-tax-center/volunteering-with-richard-dilley-tax-center/>