



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 2206 South Park Street (the far right entrance of the Villager Mall) 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 Coordinator (Paul Swanson)

LENGTH OF APPOINTMENT: The Tax Preparer serves from January 29th to April 15th.

TIME COMMITMENT: We are asking for a weekly commitment of at least one 3.5-hour shift per week. Scheduling options include:

Mondays	Wednesdays	Saturdays
Noon - 3:30pm	Noon - 3:30pm	9:00 am-12:30 pm
3:00 - 6:30pm	3:00 - 6:30pm	Noon – 3:30pm

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, CALL Lara at 608-224-3720
or email miller.lara@countyofdane.com
or register interest here: [Tax Site Volunteer Interest Form](#)