

# We Need You

**1 Hour of Your Time  
can put \$2000 in  
the Pocket of a  
Low-Income  
Household!**



**Last year we helped  
over 1200 people  
obtain over \$2  
million dollars in  
tax refunds!**



Orientations for new volunteers will be held:  
Wednesday, November 12 and 19 @5:30pm  
Tuesday, December 16<sup>th</sup> and Thursday, December 18<sup>th</sup> @ 5:30pm

## Community Action Duluth Jan. – April 2009 Tax Site Volunteer Opportunities

### **Tax Preparer**

Prepare Federal and Minnesota state income tax returns for low to moderate income Minnesotans. Learn federal and state tax law with an emphasis on refundable tax credits such as the Earned Income Tax Credit (EITC) the largest anti-poverty program in America. Training is provided. No previous professional tax prep experience is needed.

### **Tax Site Assistant/Greeter/Interviewer**

Volunteers work as part of a team at a tax preparation site to assist site manager in greeting clients, screening our customers, providing clerical assistance (copying, organizing paperwork), and giving completed tax returns back to clients. Volunteers should be comfortable working with the public. Training is provided

### **Benefits Outreach Specialist**

Learn public benefits for low income Minnesotans including health care, nutrition programs, child care assistance, food stamps, free school lunches, and more. Help low to moderate income people access and qualify for public benefit programs through an Internet web-based assessment tool. Work with a wide range of individuals from various economic and ethnic backgrounds. Training is provided.

**Our site will be open:**

**Monday at Duluth's Memorial park 5-9pm**

**Tuesday at Community Action from 5-9pm**

**Wednesdays at Duluth's Memorial park from 5-9pm**

**Saturdays at Community Action from 9-1pm**

For more information and application contact:

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