



Tax Preparation for Low-Income Households Volunteer Description

Please e-mail volunteering@beverlybootstraps.org or call 978-927-1561 to speak with our Volunteer Coordinator if you are interested in volunteering!

Beverly Bootstraps and its IRS-trained staff and volunteers prepare tax returns for low-income families and individuals at no cost.

Volunteer Hours:

Tax Prep is held Monday and Wednesday evenings and Friday afternoons, February through mid-April and Saturday mornings mid-March through mid-April.

The volunteer shift is one 3-hour shift a week. Volunteers may choose more than one shift. Volunteers are asked to commit to the entire tax season.

Volunteer position may include one or more of the following jobs:

- Tax Intake Specialist meet with tax clients to ensure that their paperwork is ready to meet with tax preparer.
- Tax Preparers work with clients to prepare their taxes.

Volunteer Requirements:

- Volunteer tax preparers and Intake Specialists are required to do online training to become certified. This online training takes an average of ten to twelve hours.
- Volunteer tax preparers and Intake Specialist will be asked to attend two pre-tax season review sessions to meet with experienced tax preparers. These sessions will take place in January and are available in-person or online.
- Volunteers will have a significant amount of contact with clients. It is our goal that each Tax Prep client has a positive experience and an accurate tax return.