



UMBC VITA Greeter Position

Position: Volunteer Income Tax Assistance (VITA) Site Greeter

Purpose: The VITA Site Greeter welcomes and supports taxpayers visiting the UMBC VITA for tax services. The site provides free income tax preparation to low income workers, seniors, and those with disabilities.

Location: (in-person) Apartment Community Center, UMBC

Site Date: Every Saturday starting February 12 (8:30am~5pm)

****Volunteers can decide if they want to do morning shift, afternoon shift, or both.**

Responsibilities:

- Welcomes participants to the VITA site.
- Check to see that participants have the necessary paperwork (ID, SSN card, tax forms)
- Give participants a tax information sheet and a demographic survey to fill out
- Direct clients where to go at each stage of the tax preparation process
- Pass the VITA Volunteer Standards Exam

Time Commitment: We are asking for greeters who come in the morning to arrive at 8:30am on Saturdays.

For more information, email Trisha Wells: twells@umbc.edu

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