

# VITA VOLUNTEERS MAKE A DIFFERENCE



The Volunteer Income Tax Assistance (VITA) program provides **FREE** tax preparation services for low-to-moderate income households.

**WHEN**  
January to April 2018

**WHERE**  
New Castle, Kent and Sussex Counties

**JOIN THE TEAM!**  
Tax Preparers / Financial Navigators / Greeters Needed

**TO LEARN MORE OR SIGN UP, VISIT:**  
[www.nehemiahgateway.org](http://www.nehemiahgateway.org)  
and Select **"VOLUNTEER NOW"**

## PARTNER LOCATIONS

**Nehemiah  
Gateway CDC**  
201 W. 23rd Street  
Wilmington, DE. 19802  
(302) 655-0803



**First State  
Community  
Action Agency**  
308 N. Railroad Ave  
Georgetown, DE 19947  
(302) 856-7761



**Delaware  
Alliance for  
Community  
Advancement**  
408 E. 8th Street  
Wilmington, DE. 19801  
(302) 656-8200



**Supported by:**



Sponsored by the **Delaware Tax and Financial Services Campaign**

Founded and operated by Nehemiah Gateway Community Development Corporation in partnership with First State CAA and Delaware ACA

If you can answer **YES** to any of these questions,

**WE NEED YOU:**

- ⇒ **I am comfortable using a computer**
- ⇒ **I enjoy meeting & talking with people**
- ⇒ **I want to make a difference in the lives of others**
- ⇒ **I would like to learn a new skill**

**What's in it for YOU?**

- ⇒ **Learn or develop a new skill**
- ⇒ **Be part of your community**
- ⇒ **Motivation and sense of achievement**
- ⇒ **New experiences**
- ⇒ **Meeting a diverse range of people**

**Flexible Scheduling:**

- ⇒ **we offer both day and evening hours; 6 days per week**

**No Experience Needed:**

- ⇒ **we give you all the tools and training you need**

**Personal Satisfaction:**

- ⇒ **you will help families dramatically boost their income and savings**

**Great opportunity for new volunteers, students and seniors**

# **VOLUNTEER OPPORTUNITIES**

**Tax Preparers:**

- ◆ **Prepare individual federal and state tax returns**
- ◆ **Provide quality, confidential tax preparation services**
- ◆ **Ensure clients understand their tax returns**
- ◆ **Generally, no personal liability (covered by the Volunteer Protection Act of 1997)**

**Greeters:**

- ◆ **Welcome customers to the site**
- ◆ **Explain general eligibility guidelines**
- ◆ **Coordinate the intake process**
- ◆ **Assist site manager with administrative duties**

**Financial Navigators:**

- ◆ **Introduce clients to financial services and benefits of savings**
- ◆ **Open bank accounts and pull credit reports**
- ◆ **Refer customers to additional services and programs as needed**
- ◆ **Assist site manager with administrative duties**