

# 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

**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



**Supported by:**



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

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

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