



# Student Association of George Brown College

|                              |   |                              |   |
|------------------------------|---|------------------------------|---|
| <b>Title:</b>                | <b>TAX CLINIC VOLUNTEER</b>             | <b>Will Train:</b>           | Yes   |
| <b>Department:</b>           | Equity & Advocacy                       | <b>Locations:</b>            | remote options<br>GBC campuses: various                   |
| <b>Program:</b>              | Student Nutrition Access Program (SNAP) | <b>Hours Required:</b>       | 6 hours minimum commitment<br>available between Mar.14-31 |
| <b>Supervised By:</b>        | Community Services Coordinator          | <b>Start &amp; End Date:</b> | Mar. 14-31 2022 (approx.)                                 |
| <b>Number of Volunteers:</b> | *multiple positions available 20-30     | <b>Posting Expires:</b>      | Jan. 31 2022 11:59pm                                      |

**How to Apply -> Complete Volunteer Sign-Up:** [bit.ly/SAtaxclinicvolunteer2022](https://bit.ly/SAtaxclinicvolunteer2022)

**Overview:**

The Student Association represents 24,000+ GBC students, supporting students through shared struggles. The Student Nutrition Access Program (SNAP) provides a range of food, nutrition and related health and wellness supports to meet the needs of GBC students in ways that fuel and sustain, and enhance their academic experience.

SNAP’s community services includes the annual Income Tax Clinic free to GBC students.

Help students do their taxes and make a difference.

No previous experience necessary.

**LEARNING OUTCOMES:**

*You will gain...*

- Experience in introductory income tax preparation; financial literacy
- Provide explanations of tax return results and answer tax related questions; problem-solving skills
- Provide high-quality support to members across diverse groups; client focused skills
- Appointment and scheduling; admin skills
- Certificate of Appreciation from the CVITP’s Canada Revenue Agency upon successful completion of volunteering

**REQUIRED:**

- George Brown College student
- Register as Canada Revenue Agency (CRA) tax clinic volunteer (see instructions in volunteer form)
- Register for an EFILE number (see instructions in volunteer form)
- Consent to a background or records checks (if required)
- Computer skills, ability to work in high level of confidentiality and privacy
- Completion of a post-secondary accounting or finance course, or equivalent, is an asset
- Value equity, diversity, and inclusion; commitment to anti-harassment/anti-discrimination
- Follow policies set by the CRA and Student Association. Including COVID protocols and full vaccination

**HOW TO SIGN-UP:** \*Recommended to sign up early\* [bit.ly/SAtaxclinicvolunteer2022](https://bit.ly/SAtaxclinicvolunteer2022)



*Student Association Vision:  
Students are empowered to influence a just world.*

*Mission Statement:  
We are the students of George Brown College committed to supporting each other in the struggle for student rights, the pursuit of quality education and the provision of services in a safe, accessible and equitable environment.*

*Commitment to Equity:  
The SA is committed to equity and encourages representation from historically underrepresented groups to participate.*