



# Student Association of George Brown College

<b>Position Title:</b>	<b>Volunteer – Income Tax Clinic</b>	<b>Job Category:</b>	Volunteer
<b>Department/ Program:</b>	Operations	<b>Reports to:</b>	Sr. Collaborative Programs & Special Projects Coordinator
<b>Location:</b>	GBC Campuses; Casa Loma, St. James and Waterfront Campus, remote work where applicable	<b>Will Train Applicant(s):</b>	Yes
<b>Rate of Pay:</b>	The volunteers will be given \$200 Honorarium (must complete 30hrs)	<b>Position Type:</b>	Temporary
<b>Travel Required:</b>	Yes	<b>Start &amp; End Date:</b>	March 10-April 25, 2025
<b>Number of Vacancies:</b>	*multiple positions available 20-30	<b>Posting Expires:</b>	January 31, 2025 *or until position is filled

## How to Apply:

Only individuals who complete the below requirements will be eligible to volunteer:

1. Complete the SA the [Tax Clinic Volunteer Registration Form](#) to complete the form. Please note the SA tax clinic registration form, requires that you need to complete the following registration:
  - a. Register as a **Canadian Revenue Tax Clinic Volunteer** found here [CRA Tax Clinic Volunteer Registration](#).
  - b. Register or renew your [EFILE number](#)
2. Consent to a police records check (if required)

For any further information or inquiries , please contact us at [taxsupport@sagbc.ca](mailto:taxsupport@sagbc.ca)

## About the Student Association & Its Program offerings

The Student Association is your student union representing the interests of all George Brown College students. The Student Association focuses on representation, advocacy, delivery of services and the operation of businesses to support its overall mandate.

We're here to be the bridge between the students at GBC and the college itself by listening to your concerns, advocating for students, and providing access to necessary services like Health Benefits, the Community Care Centre, and the Student Nutrition Access Program, Events and Recreation, Cubs, Academic Support, SA Connect, Dialog, Social Media and Legal Services

## Position Overview:

The role will provide interested students/alumni with relevant experience of filing taxes and working with clients. No experience filing taxes is necessary to apply for the role, but you must have a willingness to learn, and you must complete the required CRA registration as described below.



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## The successful candidate will:

- Be a current George Brown College student or alumni
- Have completed a post-secondary accounting or finance course or equivalent
- Registered as a Canada Revenue Agency (CRA) tax clinic volunteer. Information is available below to describe how to register
- Register for an EFILE number
- Consent to a police records check (if required)

## Learning outcomes - By the end of this opportunity, you will gain experience in:

- Introductory to income tax preparation
- Working with a diverse client-base
- Appointment and scheduling management
- Problem-solving and resolving tax concerns
- Active listening and client-based management skills
- You will also receive a Certificate of Appreciation from the CVITP'S Canada Revenue Agency for volunteering your time during the Student Association Tax Clinic.

**Hours:** Minimum 6 hours of availability per week between the period of March **10 – April 25, 2025**

**Honorarium:** The volunteers will be given **\$200** Honorarium for their voluntary time at the Tax clinic during the period from March 10<sup>th</sup> to April 25<sup>th</sup>. Those who volunteer minimum of 30 hours will be eligible for the \$200 honorarium

### *Student Association Vision:*

*Students are empowered to influence a just world.*

### *Mission Statement:*

*We are committed to supporting each other and the students of George Brown College in the struggle for students' 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 employment equity and encourages applications from historically underrepresented groups to apply.*