

**Tax Filing Volunteer**  
**Job ID # 26-V001**

**Are you looking to make a difference in your community?  
Join the Norwood team and start making a difference today!**

Norwood Child and Family Resource Centre is an Edmonton based non-profit organization that has been supporting children and families since 1963, with a vision of Healthy Children, Healthy Families, Healthy Communities. Our programs and services are designed to strengthen and enrich families with children birth - 6 years old. Early childhood experiences are aimed at fostering optimal child development and healthy parent-child attachment. Parent education opportunities are created to support building the capacity of families. Family support services are provided to support families as the child's first and most important teacher. Information and referral is a key practice in supporting families to grow and learn within their own communities. Programs are delivered using a holistic approach to support the social, emotional, intellectual, language, physical and creative needs of children and families in the community. For more information, visit <https://www.norwoodcentre.com>.

**Volunteer Position Summary**

Norwood Child and Family Resource Centre provides year-round free tax preparation through the Community Volunteer Income Tax Program (CVITP), supported by the Canada Revenue Agency. Volunteers are trained to help individuals and families file their taxes accurately and ensure they receive the credits and benefits they are entitled to. By joining the Norwood team, volunteers play a meaningful role in strengthening financial wellbeing in our community.

Volunteering with the tax clinic is an opportunity to learn more about Canadian Income Tax, benefits, credits, and deduction; make a positive impact in the community; and build practical, real-world skills. No prior tax experience is required; training and ongoing support are provided. If this sounds like you, we would love to welcome you as a volunteer.

**After completing training, volunteers are asked to commit to a minimum of three shifts, including training and two tax clinics.**

**Reporting to the Financial Empowerment Facilitator, the Income Tax Volunteers are responsible for the following:**

- **Role 1: Tax Intake Volunteer**
  - Greet participants and provide a welcoming first point of contact
  - Review client documentation and compliance intake forms
  - Determine client eligibility in accordance with CVITP guidelines
  - Support the smooth operation of tax clinics without preparing tax returns
  
- **Role 2: Tax Preparer Volunteer**
  - Prepare and file tax returns using approved E-filing software
  - Follow CVITP and Canada Revenue Agency guidelines and procedures
  - Review documentation to ensure accuracy and completeness

**The ideal candidates will possess the following qualifications:**

- Must be 18 years of age or older
- Strong attention to detail and willingness to learn
- Friendly and comfortable working one-on-one with clients
- Ability to use computers and Adobe PDF
- Must complete a Police Information Check
- Must attend Norwood Income Tax Training sessions
- Has filed their own taxes at least once previously
- No outstanding penalties or balances owing to the CRA
- Existing CRA account (required to obtain an E-file number and REP ID) for Tax Preparer Volunteer only

Norwood Child and Family Resource Centre values diversity and welcomes applications from First Nation, Inuit, Métis, New Canadian, racialized, differently abled and 2SLGBTQ1A+ communities.

**Please scan the QR code below to apply.**

If you have any questions about the posting, please email [FinancialPrograms@norwoodcentre.com](mailto:FinancialPrograms@norwoodcentre.com)



Closing Deadline: Until Suitable Candidates Are Found

*We thank all applicants for their interest, however, only those selected for an interview will be contacted.*