

# Flourish with Carya



## Tax Clinic Receptionist Volunteer

Since 1910, Carya has been responding to the evolving social needs of the Calgary community.

Today, Carya impacts the lives of thousands of Calgarians through a range of comprehensive, barrier-free programs and services that enhance mental well-being, strengthen families, improve living conditions, and create meaningful social connections. We walk alongside our community, nurturing the unique strengths, abilities, and talents that individuals, families, and communities already possess to overcome adversity and build strong foundations for their futures.

### ABOUT THE VOLUNTEER POSITION

**Primary Location:** Bowmont Commons, 5000 Bowness Rd NW

**Hours per week:** 5.5 hours, more hours on additional dates are available if desired

**Commitment:** Every Monday within the March 3 – April 30 range of dates; 9 total dates

Reporting to the Financial Wellness Supervisor, **Tax Clinic Receptionist Volunteers** meet with clients at Bowmont Commons who come to drop off their tax forms. The volunteers ensure that clients have filled out all the necessary paperwork for the Tax Clinic Volunteers to proceed with their taxes.

### WHAT YOU WILL DO

- Receive tax documents from participants, ensuring all relevant information is included.
- Efficiently sort and organize the documents to ensure ease of accessibility for the Tax Clinic Volunteer.
- Support Carya's values of respect, kindness, creativity, collaboration, belonging, and wellness.
- Warmly welcome and engage with all individuals.
- Contribute to a safe and respectful place for all participants to belong as they are, including life experiences, culture, identity, beliefs, and values.
- Provide direction if needed to the bathrooms, waiting areas, and program rooms.

### WHAT YOU BRING

- **Must be in good standing with the CRA.**
- **Must have filed personal taxes at least once.**
- Exceptional attention to detail.
- Proven ability to manage time-sensitive information accurately and efficiently.
- Warm, cheerful, and friendly personality, with a strong sense of curiosity and care.
- Comfortable, open, and respectful when working with people from diverse backgrounds, embracing different life experiences, cultures, identities, beliefs, and values.
- Ability to meet new people and reconnect with familiar faces.
- Skilled at building meaningful relationships with participants and staff.
- Enthusiastic about sharing experiences and contributing to a vibrant community.
- Empathetic, clear, and patient communicator.

### HOW TO APPLY

1. Please submit your cover letter and resume with your name as the file name.
  - a. Example: John Smith - Application.doc'
2. Email your file to [volunteer@caryacalgary.ca](mailto:volunteer@caryacalgary.ca) with the 'Tax Clinic Receptionist Application' in the subject line.

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



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Carya is deeply committed to building a diverse, equitable and inclusive workplace that is accessible and where belonging is not only valued but prioritized. We recognize that an inclusive workplace respects the unique characteristics, skills and experiences of all volunteers and we strive to cultivate a culture where all volunteers can bring their best selves.

The successful candidate must satisfactorily complete a Police Information Check.

Carya – Nurturing the Potential in Every Calgarian

