

Flourish with Carya



Tax Clinic 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: Hours are flexible subject to volunteer availability.

Commitment: March 3 – April 30, 2025

Reporting to the Financial Wellness Supervisor, **Tax Clinic Volunteers** process tax documents for our participants at their own home. Carya employees deliver and pickup the tax documents as necessary. As a Tax Clinic Volunteer, you will have no direct interaction with participants unless you opt to volunteer at Bowmont Commons for the drop-in sessions.

WHAT YOU WILL DO

- Completion of tax filings within a one-week timeframe.
- Exercise the utmost respect and confidentiality when handling sensitive information.
- Ensure that the tax filings adhere to the latest government requirements.
- Support Carya's values of respect, kindness, creativity, collaboration, belonging and wellness.

WHAT YOU BRING

- **Community Volunteer Income Tax Program (CVITP) is required.**
- Demonstrated proficiency in tax preparation from previous experience.
- Exemplary attention to detail.
- Proven ability to handle time-sensitive information with accuracy and efficiency.
- A welcoming, cheery, and friendly person full of curiosity and caring.
- A comfort, openness, and respect for working with people as they are, including diverse life experiences, culture, identity, beliefs, and values.
- 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 with the 'Tax Clinic Application' in the subject line.

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

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



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