



## **VOLUNTEER OPPORTUNITY**

**Position:** VITA Program Volunteer  
**Unit:** Community Economic Development  
**Positions Available:** Several

**Reports To:** VITA Program Coordinator  
**Posting Date:** 11/3/2011

### **Summary of Duties:**

- Assist the VITA Program Coordinator with tax clinics and appointment logging.
- Attend tax clinics, providing support with intakes, making copies, interpretation and documentation.
- Maintain the tax appointment system, schedule appointments and make follow up calls.

### **Minimum Requirements / Qualifications:**

- A High School diploma or equivalent; Some college work;
- Bilingual capacity (English/Korean or English/Spanish);
- Ability to work collaboratively with others and a willingness to participate fully in the team process;
- Demonstrable working knowledge of the use and operation of personal computers;
- Familiarity with Microsoft Excel;
- Ability to learn and use office equipment, including telephone, copier and printer;
- Must receive clearance from a Live Scan fingerprint background check;
- Physical requirements:
  - Seeing to inspect documents; ability to communicate with KYCC staff, clients and public; sitting or standing for extended periods of time; dexterity of hands and fingers to operate office equipment; ability to lift up to 10 lbs.

### **Schedule:**

Tax clinics are on Tuesday and Thursday evenings, 5:30 pm – 8:30 pm and Saturdays, 9:00 am – 3:00 pm. Volunteers are not required to be available for every tax clinic, and may prearrange a schedule with the VITA Program Coordinator. This position begins on January 15, 2011 and may last up to five (5) months.

### **To apply, please send required documents to:**

Koreatown Youth & Community Center, Attn: Volunteer  
3727 W. 6<sup>th</sup> St., Ste. 300  
Los Angeles, CA 90020  
FAX: (213) 927-0017  
E-mail: [volunteer@kyccla.org](mailto:volunteer@kyccla.org)

### **Required Documents:**

- Volunteer Intake Sheet (found on website)
- Resume