



# BakerRipley

# VOLUNTEER OPPORTUNITIES

Make a difference in the financial well-being of families while giving back to the community and learning a new skill.

### It's easy to get started volunteering:

- No tax experience required
- Free training

### Volunteering your time allows hard-working taxpayers to:

- Get free, quality tax services
- Avoid predatory practices
- Keep every dollar of their tax refund

## SIGN UP AS A VOLUNTEER NOW!

And start getting information on our trainings, locations and more. Visit [volunteer.bakerripley.org](http://volunteer.bakerripley.org) (Choose "Tax Center" as a type of volunteer opportunity)

## VOLUNTEER OPPORTUNITIES!

We have several volunteer opportunities available and multiple locations in Harris County and Montgomery County at which to volunteer

## PERKS OF VOLUNTEERING WITH US:

- Build your resume while earning volunteer service hours
- Obtain professional references for job search and school applications
- See firsthand the impact your volunteer work has on families

## TAX PREPARER – No tax experience required

**DESCRIPTION** – Works directly with families to prepare tax returns.

Must complete free tax preparer training.

**SKILLS** – Must be English proficient.

Must be proficient with computers, detail-oriented and comfortable talking to clients.

## INTAKE SPECIALIST

**DESCRIPTION** – Welcomes and guides clients through the tax preparation process and assists with ensuring all paperwork is completed properly. Must complete free intake training.

**SKILLS** – Must be English proficient

Must be customer oriented, organized and able to multitask.

## OFFICE ASSISTANT

**DESCRIPTION** – Assists administrative staff in answering phone calls to guide clients and helps correct tax return rejections. Must complete free training.

**SKILLS** – Must be fluent in English and effective communicator, be customer oriented and have attention to detail.



United Way of Greater Houston

For more information or questions, contact: [taxes@bakerripley.org](mailto:taxes@bakerripley.org).