



CENTER FOR

EconomicProgress

Working Solutions for Working Families

Self-Assessment

The following questions will help you determine if volunteering with the Center for Economic Progress is right for you.

Tax Preparers, Money Management Assistants and Tax Site Assistants

1. Tax preparers new to our program spend 10 hours or more training and certifying; money management assistants and tax site assistants attend at least three hours of training. **Can you commit to attending all required trainings for your position during January?**
2. Tax preparers use on-site computers to prepare tax returns electronically. **For tax preparers, are you comfortable using a computer and able to learn new software?**
3. Our tax sites serve a diverse group of clients. **Do you enjoy working one-on-one with a wide range of people?**
4. At our tax sites, every day is different. **Are you comfortable in a changing environment where you may be asked to take on different tasks as necessary?**
5. Our clients rely on volunteers showing up at the site and giving their best. **Can we count on you to keep an updated schedule and fulfill your commitment of volunteering 20 hours or more throughout tax season?**

Tax Representatives

1. Tax representatives often work independently. **Can you complete a project on your own, reaching out for support as needed?**
2. Tax representatives deal with complex issues. **Are you knowledgeable about tax law or motivated to learn?**

Office Volunteers

1. Our staff relies on office volunteers. **Can you follow through on projects and events once you have committed?**
2. Office volunteers find out about opportunities through our newsletter. **Do you regularly read your email?**

Answering “yes” to all of the questions for your position means you are a good fit. Join us today! Register to volunteer at www.economicprogress.org.