

VOLUNTEER JOB DESCRIPTION

Job Title:	VITA Greeter	Status: (E/NE)	N/A
Department/Program:	MABC/VITA	Reports to:	VITA Site Coordinator
Location:	Various	Travel Required:	N/A
Grade:	N/A	Position Type:	Volunteer
Management: (Yes/No)	N/A	HR Contact:	N/A

Job Purpose: The Greeter sets the tone for taxpayers seeking preparation assistance. It impacts their ability to have a positive experience.

Essential Duties:

- Greet all taxpayers visiting the site to create a pleasant atmosphere
- Assist with appointment scheduling
- Assist Intake Specialist with creating taxpayer packets
- Provide clerical support to site staff
- Must pass the Link & Learn Quality Intake Ethics Portion