



*Transforming People
and Communities*

Volunteer with CAP Services safely during the pandemic using No-Contact procedures!

Volunteer opportunities in Stevens Point, Waupaca & Wautoma



Intake Specialist

Conduct screening to confirm clients have the necessary identification and tax documents for completion of the tax return by use of CAP Services' No-Contact technology procedure.

Now recruiting a Lead Intake Specialist volunteer for each VITA site! Apply today!



Interpreter

Ensure accurate communication during the tax preparation process for non-English speakers. Individuals with proficiency in Hmong or Spanish are needed for occasional assistance.



Tax Preparer

Prepare state and federal returns in a professional and confidential manner using TaxSlayer software. CAP Services No-Contact procedures will be implemented for safe tax preparation. Client contact will be via technology.

What you give

- One shift (3-4 hours) per week during tax season
- Respectful and empowering volunteer service
- Free tax assistance that saves customers an average of \$175



What you get

- Training in standards of conduct, intake procedures, and (for preparers) tax law
- Free basic tax filing for friends and family
- Satisfaction of helping others receive tax credits and refunds

***Visit capservices.org/vita
to complete a volunteer application today!***