

# Volunteer Skills Inventory

## Arts & Crafts

- Craft skills and tools (glue gun, scissors, etc.)
- Experience working with textiles
- Sewing experience
- Painting
- Sketching, artwork, drawing
- Woodworking, power tools
- Other (please specify) \_\_\_\_\_

## Computer Skills

- Data entry
- Database operation
- Desktop publishing
- Microsoft Excel
- Microsoft Access
- Microsoft Word
- Photoshop/graphics
- Web browsers & web research
- Word-processing
- Working knowledge of PC's
- Other software programs you are familiar with

## Education Skills

*Please check age level for which you have experience*

Write educational materials

- Adults
- High school
- Middle school
- Elementary
- Pre-school

Create activities (crosswords, games, etc.)

- Adults
- High school
- Middle school
- Elementary
- Pre-school

Other (please specify) \_\_\_\_\_

## Office Skills & Business Machines

- Filing, sorting, etc.
- Bulk/Mass mailings
- Copier, fax, etc.
- Writing, proofing, editing, etc.
- Other (please specify) \_\_\_\_\_

## People Skills

- Can assist children
- Can assist patrons with special needs
- Public speaking
- Phone contact, calling
- Other (please specify) \_\_\_\_\_

## Verbal Skills

	Excellent	Good	Fair
Arabic	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chinese	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
French	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
German	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Japanese	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Italian	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Korean	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Spanish	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sign Language	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Work Environment

- Attention to detail
- Enjoy working alone
- High level of patience
- Enjoy independent projects
- Prefer to work with others/in a group
- Enjoy researching special projects
- Other (please specify) \_\_\_\_\_

## Miscellaneous Skills

- Ability to lift 20 pounds
- Merchandise management
- Designing merchandise displays
- Photography
- Writing articles
- Other (please specify) \_\_\_\_\_

**Please list any other skills or information you would like us to know** \_\_\_\_\_

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