

# 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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