



Skills Volunteering Employment



Administration

Organization
Technology
Numeracy
Financial

Reception; Information services; Library, resource centre assistant; Computer support, instruction; Board treasurer; Food bank, managing, sorting, delivery

Office manager; IT technician; Supervisor; Government services; Librarian; Accountant; Researcher; Customer service

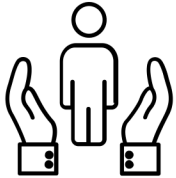


Caring and Support

Manual
Interpersonal
Communication
Organization

People: Seniors, children or special needs; Friendly visiting; Tutoring; Mentoring; Crisis line; Spiritual support; Cleaning; Transportation; Translation; Animals: Shelter; Foster; Riding therapy

Teacher; Social worker; Hospitality; Child Care; Counselor; Human resources; Biologist; Pet therapist; Pet Store



Community and Social Services

Financial
Organization
Communication
Leadership

Board member; Grant writing; Advocate or support campaign; Shelter or food program; City or neighborhood planning committee; Clothing or supply drives

Management; City planner; Social services; research and report writer; Consultant; Executive Director; Consultant; Politics



Creative Arts

Writing
Organization
Technology
Creative

Painting; Landscaping; Set Designing; Music and arts programs; Speakers bureau; Theatre Arts; Promotions, campaign materials

Designer; Artist; Seamstress or tailor; Construction or trades; Gardener, Landscaper; Musician; Curator; Theatre Management



Environment

Organization
Interpersonal
Manual

Community clean-ups, trails or parks; Gardens; Environmental sustainability

Environmental engineer; Land use planner; Waste management; Ecologist; Horticulturalist



Events

Creative
Communication
Interpersonal
Organization

Planning events for seniors, youth, adults; Cross cultural events; Public relations and promotion; Social media and website management; Fundraising

Hospitality, tourism; Event planner; Public speaker; Fundraiser; Marketing, sales; Entrepreneur; Project planning



Recreation

Leadership
Communication
Interpersonal

Sports coaching; Recreation therapy; After-school or camp programs; Clothing and supply drives

Sports medicine; Personal trainer; Physical/ recreational therapist; Facility



Wellness

Manual
Communication
Interpersonal
Organization

Healthy living and education school nutrition; Community centre health and wellness; Emergency/First-aid; Tutoring and literacy

Health care practitioner; Nurse; Physical therapist; Dietician; Paramedic; Doctor; Fitness instructor; food services; Teacher

Skills Self-Assessment



Communication

Reading; Comprehending; Writing; Editing; Talking; Explaining; Teaching; Facilitating; Questioning; Resolving Conflicts; Listening; Persuading; Self-expression; Building relationships

Creative

Creating; Inventing; Designing; Playing; Performing; Entertaining; Presenting; Writing; Playwriting; Composing, **Design:** Graphics; Drawing; Painting; Sculpting;

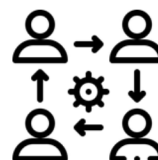


Financial

Fund development; Event Management; Resource Management; Financial Planning

Interpersonal

Customer service; Helping others; Team building; Advising; Counselling; Supporting; Collaborating; Following; Helping; Initiating; Planning; Time management; Organizing; Self-management

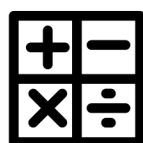


Leadership

Decision making; Risk taking; Motivating others; Directing; Supervising; Coaching; Problem solving; Strategic thinking; Creative thinking

Manual Work

Building; Assembling; Operating Equipment; Repairing; Maintaining equipment; Painting; Gardening; Cleaning; Food handling



Numeracy

Counting; Calculating; Measuring; Estimating; Sorting; Budgeting; Filing; Scheduling; Classifying; Managing money

Organization

Managing information; Managing multiple responsibilities; Administering; Scheduling; Coordinating; Planning



Personal Qualities

Investigating; Researching; Tracking trends; Assessing; Analyzing; Synthesizing; Adaptable; Collaboration; Visioning; Critical thinking

Technology

Using Computers; Operating equipment; Word processing; Data entry; Social media; Web design; Programming

