

# Volunteering Helps You Find Your Purpose

VOLUNTEERING

SKILLS

EMPLOYMENT

## ADMINISTRATION

Reception; information services; Library, resource centre assistant; computer support or instruction; board treasurer; food bank managing/ sorting/ delivery

Organizational  
Technology  
Numeracy  
Financial

Office manager; IT technician; supervisor; government services; librarian; researcher; accountant; customer service

## CARING SUPPORT

**People:** seniors, children or special needs; friendly visiting, buddy programs; tutoring; mentoring, crisis line; spiritual support; cleaning; translation; **Animals:** shelter, pet visits, foster, riding therapy

Communication  
Interpersonal  
Organizational  
Manual

Teacher; social worker; hospitality; child care; personal support worker; counselor; police/security; human resources. Animal trainer; biologist; pet therapist; pet store;

## COMMUNITY DEVELOPMENT

Board member; grant writing, fundraising committee member; advocacy; city or neighborhood planning committee; development.

Organizational  
Communication  
Leadership  
Financial

Management; city planner; executive director; negotiator; consultant; research and development

## CREATIVE ARTS

Painting; gardening; building; wardrobe, set landscaping; music or arts programs; promotion, campaign materials; speaker's bureau; community theatre/museum

Technology  
Writing  
Organizational  
Creative

Designer; artist; seamstress or tailor; construction or trades; gardener, landscaper; musician; curator; theatre management

## ENVIRONMENT

Community clean-ups, trails, or parks, gardens; environmental sustainability

Organizational  
Interpersonal  
Manual

Environmental engineer; land use planner; waste management; recycling; ecologist; horticulturalist

## EVENTS

Planning events for seniors, adults and children; cross cultural events; public relations and promotion; social media and website management; fundraising;

Organizational  
Interpersonal  
Communication  
Creative

Hospitality, tourism; event planner; public speaker, fundraiser; project planning, marketing sales; entrepreneur

## POVERTY

Building homes; advocate or support campaign, shelters and food programs; clothing and supply drives

Organizational  
Communication  
Financial

Social services; research, report writer; community worker advocacy; food service; politics

## RECREATION

Sports coaching; recreation therapy; after-school or camp programs; training; sport workshops

Leadership  
Communication  
Interpersonal

Sports medicine; personal trainer; physical / recreation therapist; facility

## WELLNESS

Healthy Living and Education School nutrition; community centre health and wellness; emergency/first aid; tutoring and literacy

Communication  
Interpersonal  
Organizational  
Manual

Health care practitioner; nurse; physical therapist; dietician; paramedic; doctor; fitness instructor; food services; teacher

# Skills Self-Assessment

[volunteerwr.ca](http://volunteerwr.ca)

<b>COMMUNICATION</b>	Reading, comprehending, writing, editing, talking, explaining, teaching, facilitating, questioning, resolving conflicts, listening, persuading, self-expression, building relationships
<b>CREATIVE</b>	Creating, inventing, designing, playing performing, entertaining, presenting Design – graphics, drawing, painting, sculpting ▪ Writing, playwriting, composing
<b>FINANCIAL</b>	Fund development Event management; Resource management, Financial planning
<b>INTERPERSONAL</b>	Customer Service – helping others Team building Advising, counseling, supporting Collaborating, following, helping Initiating, planning, time management Organizing, self-management
<b>LEADERSHIP</b>	Decision making, risk taking Motivating others - directing, supervising, coaching Problem solving Strategic thinking Creative thinking
<b>MANUAL WORK</b>	Building, Assembling, operating equipment Repairing, Maintaining equipment Painting, Gardening, Cleaning, Food Handling
<b>NUMERACY</b>	Counting, calculating, measuring Estimating, budgeting, sorting Filing, scheduling, classifying, Managing money
<b>ORGANIZATIONAL</b>	Managing information, Managing multiple responsibilities Administering, scheduling, Coordinating, planning
<b>PERSONAL QUALITIES</b>	Investigating, researching, tracking trends ▪ Assessing, analyzing, synthesizing; Adaptable; collaboration, visioning, Critical thinking
<b>TECHNOLOGY</b>	Using computers, operating equipment Word Processing, Data Entry Social Media, Web design, programming

*Use this tool to help you think about your SKILLS and ABILITY to help connect to your personal PASSION and potentially your CAREER.*

*Volunteering gives you experience to build your skills, resume and connections!*

*VISIT [volunteerwr.ca](http://volunteerwr.ca) for ways to connect to volunteering in Waterloo Region.*

**WWW.VOLUNTEERWR.CA**