<table>
<thead>
<tr>
<th>Skills</th>
<th>Volunteering</th>
<th>Employment</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Administration</strong></td>
<td>Reception; Information services; Library, resource centre assistant; Computer support, instruction, Board treasurer; Food bank, managing, sorting, delivery</td>
<td>Office manager; IT technician; Supervisor; Government services; Librarian; Accountant; Researcher; Customer service</td>
</tr>
<tr>
<td><strong>Caring and Support</strong></td>
<td>People: Seniors, children or special needs; Friendly visiting; Tutoring; Mentoring; Crisis line; Spiritual support; Cleaning; Transportation; Translation; Animals: Shelter; Foster; Riding therapy</td>
<td>Teacher; Social worker; Hospitality; Child Care; Counselor; Human resources; Biologist; Pet therapist; Pet Store</td>
</tr>
<tr>
<td><strong>Community and Social Services</strong></td>
<td>Board member; Grant writing; Advocate or support campaign; Shelter or food program; City or neighborhood planning committee; Clothing or supply drives</td>
<td>Management; City planner; Social services; research and report writer; Consultant; Executive Director; Consultant; Politics</td>
</tr>
<tr>
<td><strong>Creative Arts</strong></td>
<td>Writing Organization Technology Creative</td>
<td>Painter; Landscaping; Set Designing; Music and arts programs; Speakers bureau; Theatre Arts; Promotions, campaign materials</td>
</tr>
<tr>
<td><strong>Environment</strong></td>
<td>Organization Interpersonal Manual</td>
<td>Community clean-ups, trails or parks; Gardens; Environmental sustainability</td>
</tr>
<tr>
<td><strong>Events</strong></td>
<td>Planning events for seniors, youth, adults; Cross cultural events; Public relations and promotion; Social media and website management; Fundraising</td>
<td>Hospitality, tourism; Event planner; Public speaker; Fundraiser; Marketing, sales; Entrepreneur; Project planning</td>
</tr>
<tr>
<td><strong>Recreation</strong></td>
<td>Leadership Communication Interpersonal</td>
<td>Sports coaching; Recreation therapy; After-school or camp programs; Clothing and supply drives</td>
</tr>
<tr>
<td><strong>Wellness</strong></td>
<td>Manual Communication Interpersonal</td>
<td>Healthy living and education school nutrition; Community centre health and wellness; Emergency/First-aid; Tutoring and literacy</td>
</tr>
</tbody>
</table>
**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

---

Volunteer Waterloo Region
1454 King St. E., Unit 3 Kitchener, On N2G 2N7
Volunteerwr.ca 519-742-8610