

## Volunteer Skills & Interest Assessment

Thank you for your interest in being a part of our organization. This assessment will help us determine where you fit in as a volunteer. Please fill out all information with as much detail as possible. Feel free to use the back of these pages if you need more room.

### Personal Information

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_ Date of Birth \_\_\_\_\_

Home Address: \_\_\_\_\_

Current Occupation: \_\_\_\_\_ Best Way to Contact You:  Email  Call  Text

### Demographic Interests

Please indicate if you have interest in working with specific types of populations. *Mark all that apply.*

Smaller Families  Large Families  Individuals  Couples  No Preference

Elderly Individuals  Younger Children  Older Children  No Preference

### Ability

In assessing your physical limitations and comfort level, indicate your ability and willingness to do any of the following. *Mark all that apply.*

Provide services in a client's home.  Provide transportation to clients.  Move Furniture.

Work with clients with developmental disabilities.  Work with clients with medical health needs.

Work with clients with mental health needs.

### Skills or Interests-Administrative

Please indicate your skills or interests in the following areas. *Mark all that apply.*

File & Maintain Client Records.  Reception Desk  Microsoft Office  Scheduling Appointments

Calling Clients and Service Providers  Writing Emails  Drafting Memos

### Skills or Interests-Outreach

Please Indicate your skills or interests in the following areas. *Mark all that apply.*

Create Marketing Materials.  Event Planning  Social Media  Develop Outreach Strategies.

- Public Relations
- Networking
- Building Partnerships

**Skills or Interests-Other**

Please indicate any skills you may have in the following areas. *Mark all that apply.*

- Public Speaking
- Research
- Financial Management
- Remaining Calm in a Crisis
- Developing Plans and Setting Objectives
- Attention to Details
- Working in a group
- Working alone
- Self-Motivated
- Multicultural Awareness
- Adaptability
- Other \_\_\_\_\_
- Other \_\_\_\_\_
- Other \_\_\_\_\_

**Language Skills**

Please indicate your skills and ability to provide translation services in the following languages.

- Amharic
- Swahili
- French
- Karen
- Farsi
- Nepali
- Burmese
- Kinyarwanda
- Arabic
- English
- Other \_\_\_\_\_
- Other \_\_\_\_\_

**Education and Experience**

Please indicate any background you may have in the following areas. *Mark all that apply.*

- Medical Professional
- Mental Health First Aid
- Law
- Social Services
- Case Management
- Social Work
- Teacher
- Crisis Intervention
- CPR Training
- Counselor
- Psychiatrist
- Psychologist
- Other \_\_\_\_\_
- Other \_\_\_\_\_
- Other \_\_\_\_\_

For "Other" Please Elaborate: \_\_\_\_\_

**Volunteer Areas**

Below are ways you may be asked to volunteer when directly working with clients. Please indicate your willingness and ability to help with these activities.

- ESL Training
- Tutoring
- Mentorship
- Bus Training
- Apartment Set-up
- Transportation to appointments
- Employment Classes
- Resume writing
- Cultural Orientation Classes
- Instruction on Financial Management
- Help renewing benefits

Please indicate any other volunteer areas you would like to explore.

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