

JEWEL HOUSE



Cultivating The Jewels Found Within

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VOLUNTEER SELF-ASSESSMENT

Skills and Interests

Instructions: Here at Jewel House we believe that Volunteers are best utilized when they are placed in volunteer positions that complement their skills and interests.

- ❖ A **skill** is something you do well (e.g., a competence, a talent, a capacity). Not every skill, however, is supported by an interest. Some of the things you do well, you may do for survival reasons, or because you have to; e.g., balancing a checkbook.
- ❖ An **interest** is something that intrigues you or positively motivates you (i.e., something you like to do). Not every interest is supported by a skill. You may wish you could play the piano or snowboard, but lack the skill to do so.

Therefore, we are asking you to complete this Volunteer Self-Assessment that will identify your skills and interest. We will use the information herein to design volunteer opportunities that are most suitable for your skills and interests:

1. What time do you have available to devote to your volunteer activities at Jewel House?

- Occasionally, as I find time in my schedule
- I can devote a specific time monthly. Please describe the days and times _____
- I can devote a specific time bi-weekly
 - 1st and 3rd weeks: M T W TH FR SA Time _____
 - 2nd and 4th weeks: M T W TH FR SA Time _____
 - Other (please specify) _____
- I can devote a specific time weekly M T W TH FR SA

2. Do you have reliable transportation? YES NO

3. Are there any physical limitations that we should consider as you begin your volunteer service with Jewel House? YES NO If so, please describe _____

4. Identifying General Skills & Interests

Please check (as appropriate) whether you possess any of the following as a skill or an interest:

Interest	Skill	Category	Includes Activities Such As...
_____	_____	Research	Observe, investigate, study, measure, test, examine
_____	_____	Analysis	Analyze, compare, evaluate, differentiate, identify
_____	_____	Problem-solving	Troubleshoot, improve, critique, redesign, solve

_____	_____	Systematizing	<i>Coordinate, organize, and develop procedures</i>
_____	_____	Planning	<i>Plan short-term or long-term, forecast, set goals</i>
_____	_____	Leadership	<i>Lead, advise, govern, inspire, motivate, assess, decide</i>
_____	_____	Follow-through	<i>Persist, bring to closure, obtain results, show tenacity</i>
_____	_____	Mentoring	<i>Mentor, coach, help others to grow and learn</i>
_____	_____	Innovation	<i>Invent, adapt, develop, change, break with convention</i>
_____	_____	Artistry	<i>Create, draw, sketch, design</i>
_____	_____	Empathy	<i>Understand needs of others, relate to issues/concerns</i>
_____	_____	Writing	<i>Write clearly, communicate effectively</i>
_____	_____	Speaking	<i>Speak clearly and effectively; present to groups</i>
_____	_____	Persuasion	<i>Persuade, convince, teach, inspire, influence, minimize</i>
_____	_____	Negotiation	<i>Negotiate, mediate, intervene, resolve differences</i>

5. I have the following certifications or trainings:

- Child Care
- Computer Software
- Computer Systems
- CPR
- Safe Food Handling
- Other _____

6. I possess the following skills:

- Accounting/Financial
- Carpentry
- Computer Software
- Computer Systems
- Construction/Heavy Labor
- Creative Writing/Journalism
- Data Entry
- Database Management
- Electrical
- Internet
- Multilingual *Speaks* _____
- Painting
- Plumbing
- Sign Language
- Telephone console
- Typing at _____ wpm
- Website Development and Design
- Other _____

7. I possess the following experience: (Please describe scope, location and length of this experience)

- Child Care
- Counseling
- Customer Service
- Editorial work
- Event Planning
- Marketing
- Project Management
- Other _____

8. What age groups do you like most to work with?

- Newborn - 6 months
- 6-12 months
- 1-3 years old
- 3-5 years old
- 5-11 years old
- 12-18 years old

9. What type of volunteer service would you like provide to Jewel House?

10. Is there additional information you wish to add that would help us match you with volunteer opportunities?
