

# Professional Skills Matrix

Experiences gained through volunteer work can enhance personal and professional development. This matrix is designed to provide a structure in using volunteerism to develop skills. It can also strengthen your recruitment efforts if you highlight the skills volunteers can gain through service with your organization

Skill/Development Area	Ways to Develop or Enhance Skill
Assertiveness	<ul style="list-style-type: none"> <li>• Serve as a fundraiser, solicit pledges or support</li> <li>• Recruit others to support a cause or organization</li> </ul>
Budget Management	<ul style="list-style-type: none"> <li>• Plan or chair events with a budget</li> <li>• Volunteer for a board position with finance responsibility</li> </ul>
Change Management/ Strategic Awareness	<ul style="list-style-type: none"> <li>• Participate on an organization's board</li> <li>• Participate in a focus group</li> <li>• Help write a group's vision</li> </ul>
Computer Skills	<ul style="list-style-type: none"> <li>• Develop a database for an organization</li> <li>• Provide data entry for a group or project</li> </ul>
Conflict Resolution	<ul style="list-style-type: none"> <li>• Serve on a board</li> <li>• Manage a function or event, serve as a subcommittee chair</li> </ul>
Cultural Awareness	<ul style="list-style-type: none"> <li>• Be a tutor or mentor</li> <li>• Volunteer in an activity that works closely with people unlike yourself</li> </ul>
Creativity	<ul style="list-style-type: none"> <li>• Volunteer at a children's arts and crafts project</li> </ul>
Delegating	<ul style="list-style-type: none"> <li>• Chair a committee</li> <li>• Assume a leadership role in an organization</li> </ul>
Event Planning	<ul style="list-style-type: none"> <li>• Coordinate volunteers</li> <li>• Sit on a planning committee for a big event</li> </ul>
Leadership	<ul style="list-style-type: none"> <li>• Serve as a chair on a committee or event</li> <li>• Be a spokesperson for a group or organization</li> <li>• Work with young people as a mentor</li> </ul>
Managing People	<ul style="list-style-type: none"> <li>• Manage volunteers at a project or event</li> <li>• Coordinate an event</li> </ul>
Motivating Others	<ul style="list-style-type: none"> <li>• Be a mentor</li> <li>• Chair a committee</li> <li>• Coordinate volunteers</li> <li>• Recruit friends/colleagues to join you in a project or event</li> </ul>
Negotiating Skills	<ul style="list-style-type: none"> <li>• Obtain resources for an event or organization</li> <li>• Be on a committee</li> </ul>
Organizational Skills	<ul style="list-style-type: none"> <li>• Plan an event</li> <li>• Provide clerical services</li> <li>• Sort donations</li> </ul>
Planning	<ul style="list-style-type: none"> <li>• Coordinate an event or activity</li> <li>• Sit on a committee for an event or project</li> </ul>
Presentation Skills	<ul style="list-style-type: none"> <li>• Lead an orientation for a group/organization</li> <li>• Be spokesperson for an organization</li> <li>• Serve as a Project Leader or Team Captain</li> </ul>
Problem-Solving	<ul style="list-style-type: none"> <li>• Be an on-site manager for a big event</li> <li>• Be a project leader</li> </ul>
Project Management	<ul style="list-style-type: none"> <li>• Coordinate an on-going project</li> </ul>
Selling	<ul style="list-style-type: none"> <li>• Fundraising</li> <li>• Soliciting resources for an event or organization</li> <li>• Recruiting volunteers for an event or organization</li> </ul>

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Teamwork	<ul style="list-style-type: none"><li>• Coordinate volunteers</li><li>• Work on a rehab or building project</li><li>• Plan an event</li></ul>
Time Management	<ul style="list-style-type: none"><li>• Chair a committee and run the meetings</li><li>• Manage resources for an organization or event</li></ul>
Verbal Communication Skills	<ul style="list-style-type: none"><li>• Volunteer for an activity that uses the phone</li><li>• Chair an event</li><li>• Be a spokesperson</li><li>• Lead volunteers in an activity</li></ul>
Written Communication Skills	<ul style="list-style-type: none"><li>• Write a newsletter for an organization</li><li>• Write a press release</li><li>• Develop letters for fundraising</li><li>• Take meeting minutes</li><li>• Serve as the Secretary for a group or board.</li></ul>