

**VOLUNTEER** (name) .....

**My goal as a volunteer** (Write here why do you volunteer; what do you want to achieve or accomplish; what kind of experiences to gain; etc.)

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**The name of the organization/project/activity** (where you volunteer or have volunteered)

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It is (cross the suitable answers):

- Volunteering in an organization**
- One-time/ short-term voluntary activity**
- Long-term/ regular volunteering**
- Own initiative voluntary activity**

**The time and duration of the voluntary activity** (days, hours)

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**The main tasks and activities as a volunteer** (What did you do as a volunteer? The following will help you to describe: it was in the field of ...; I communicated with the elderly people, children, in foreign languages, ...; I organized ...; I managed/instructed ...; my role in the team was to ...; I took part in ...; I solved problems like ...; etc.)

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**The self-evaluation/self-analyses of the volunteer** (Here you can use the list of skills and competences. Write down your greatest accomplishments, challenges; what did you learn from these experiences; how you can use your skills and knowledge in the future.)

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List the social skills you gained/improved

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List the organizational skills you gained/improved

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List the language skills that you gained/improved

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List the special skills that you gained/improved

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List the computer skills that you gained/improved

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List other skills that you gained/improved

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**The characterization of the volunteer by the organization**

(How did the volunteer manage with his/her tasks; the personality traits of the volunteer; recommendation for the future, etc. You can use the list of skills and abilities to help you.)

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Contact person (name, position, e-mail, signature)

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**The volunteer's evaluation of the organization**

(How was voluntary activity organized; recommendations for the future in connection with volunteering, etc.)

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## THE LIST OF SKILLS AND COMPETENCES

**Here is the list of skills and competences that can be gained through voluntary activity. This list will help you to fill in the passport, but the list is definitely not conclusive!**

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### **SOCIAL SKILLS**

are those that you use when communicating with people, working together, handling different situations and problems.

#### **Naming some of the social skills:**

- Communicative skills (the ability to exchange information; communicate in foreign languages and with people of different (social, cultural) background, etc.
  - Ability to work in a team
  - Adaptability (the ability to adjust to a new situation quickly)
  - Handling stressful situations
  - Problem-solving skills (solving a problem in a constructive way, which leads to results)
  - Negotiation skills
  - The ability to express oneself well, both orally and in writing
  - Listening skills
  - The ability to persuade
  - Decisiveness, the ability to find suitable solutions
- .....

### **ORGANIZATIONAL SKILLS**

are those that you use when coordinating, implementing or managing people, projects, processes or events.

#### **Naming some of the organizational skills:**

- Management- and leadership skills (group-management, team-management, managing an organization) / managing people
- The ability to involve others
- Organizing events
- The ability to plan
- The ability to motivate
- The ability to analyse and generalize
- The ability to communicate with the public and the media
- The ability to take initiative
- Entrepreneurship

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### **SPECIAL SKILLS (PROFESSIONAL SKILLS)**

are skills used in a profession or for example arts and crafts or technical skills, also the ability to give advice or to give first aid. Here you can also list computer skills (e.g. programming, web design).

#### **Naming some of the professional skills:**

- Accounting
  - Knowledge about people with special needs
  - Pedagogical skills
  - The ability to use special equipment
  - Arts and crafts skills
  - Building skills, masonry bricklaying
  - The ability to arrange expeditions
  - Electrical work
  - Financing skills
  - Youth work, working with children
  - Knowledge about nature- and environment conservancy
- .....

### **COMPUTER SKILLS**

require the ability to use various programmes, the ability to use the possibilities of the Internet and different databases, also advanced skills (programming etc.).

#### **Naming some of the computer skills:**

- Word processing
  - Using the Internet
  - Layout skills (presentations, printed matter, etc.)
  - Using web design programmes (e.g. Photoshop, etc.)
  - Programming
  - Webhosting/web design
  - Computer maintenance
- .....

### **OTHER SKILLS**

are those that have not been mentioned above. Feel free to add them into your passport!