



VOLUNTEER SKILLS STANDARDS | V 2.0

Version notes: This version has updated and clarified the taxonomy for IT offerings.

SKILLS SECTION

Please give a brief statement of your core skills <open box, text limited>

Are you fluent in another language? <open box, text limited>

Please indicate your skills in the following areas < LEVEL I –TOP CATEGORIES>

- ▶ Education & Sports
- ▶ Children & Family
- ▶ Animals & the Environment
- ▶ Food Service & Events
- ▶ Healthcare
- ▶ Disaster Relief
- ▶ Arts
- ▶ Logistics, Supply Chain & Transportation
- ▶ Administrative & Clerical
- ▶ Marketing
- ▶ Interactive, Web & Front Office
- ▶ Business Process Applications (CRM/ERP)
- ▶ Back Office, IT Infrastructure & Administration
- ▶ Sales & Fundraising
- ▶ HR
- ▶ Strategy Development & Business Planning
- ▶ Real Estate, Facilities & Construction
- ▶ Engineering
- ▶ Legal
- ▶ Finance

<Choosing expands the option- LEVEL II- SUB-CATEGORIES>

EDUCATION & SPORTS	0-2 years	3-9 years	10+ years
Tutoring			
Mentoring			
Literacy/Reading Instruction			
Math/Science Instruction			

Teaching/Instruction			
Financial Literacy Instruction			
Computer Literacy Instruction			
Library Sciences			
ESL			
Sports Coaching			
Youth Activities Management			

CHILDREN & FAMILY	0-2 years	3-9 years	10+ years
Youth Services			
Family Therapy			
Child Welfare			
Childcare			
Elder care			
Crisis Intervention			

ANIMALS & THE ENVIRONMENT	0-2 years	3-9 years	10+ years
Veterinary			
Animal Welfare			
Habitat Restoration			
Environmental Policy			
Environmental Education			
Pollution Prevention			
Farming			

FOOD SERVICE & EVENTS	0-2 years	3-9 years	10+ years
Cooking/Catering			
Event Design & Planning			
Event Management			
Food & Beverage			

DISASTER RELIEF	0-2 years	3-9 years	10+ years
Disaster Clean-up			
Care & Shelters			
Call Center			
Safety & Disaster Education			
Search & Rescue			

MEDICAL	0-2 years	3-9 years	10+ years
Mental Health			
Dental			
First Aid/CPR			
Nursing			
Physician			
PA			
Children's Medical Services			
Massage Therapy			
EMT			

ARTS	0-2 years	3-9 years	10+ years
Visual			
Music			
Dance			
Theatre			
Crafts			
Photography			
Exhibition			

LOGISTICS, SUPPLY CHAIN & TRANSPORTATION	0-2 years	3-9 years	10+ years
Truck Driving			
Bus/van Driving			
Transportation Management			
Logistics			
Warehousing			
Warehouse Equipment Operations			
Inventory Management			
Purchasing			
Supply Chain			

ADMINISTRATION & CLERICAL	0-2 years	3-9 years	10+ years
Reception			
Office Management			
Executive Admin			

MARKETING	0-2 years	3-9 years	10+ years
Mar/Com			
Marketing Strategy and Planning			
Public Relations			
Brand Development & Messaging			
Interactive/Social Media/SEO			
Sales/Marketing			
Graphic Design/Print			
Graphic Design/Visual Identity			
Technical Writing			
Copywriting/Copyediting			
Photography			

INTERACTIVE, WEB & FRONT OFFICE	0-2 years	3-9 years	10+ years
Interactive Design & UI Design/Development			
Graphic Design: Banner, Email, Mobile			
iPhone Application Development			
Content Design and Strategy			
CMS Development and Customization			

BUSINESS PROCESS APPLICATIONS (CRM/ERP)	0-2 years	3-9 years	10+ years
Project Management			

Business Analysis (QA/Data)			
Database Development/Administration			
IT Strategy			

BACK OFFICE, IT INFRASTRUCTURE & ADMINISTRATION	0-2 years	3-9 years	10+ years
Help Desk			
Network Architecture			
Network Management			
Network Security			
Hardware & Software Purchase			

FUNDRAISING/SALES	0-2 years	3-9 years	10+ years
Sales Process			
Sales Coaching and Training			
Business Development & Sales Management			
Customer Acquisition			

HUMAN RESOURCES	0-2 years	3-9 years	10+ years
HR Strategy			
Organizational Design			
Recruitment			
Diversity			
Performance Management			
HRIS			
Legal Compliance			
Compensation			
Training and Development			

STRATEGY DEVELOPMENT & BUSINESS PLANNING	0-2 years	3-9 years	10+ years
Strategic Planning			
Environmental Policy			
Capacity Planning			
SWOT/GAP/PEST			
Business Planning			
Product Development			
Market Research			
Analysis			

REAL ESTATE, FACILITIES & CONSTRUCTION	0-2 years	3-9 years	10+ years
Building Architecture			
Facilities Management			
Interior Design			
Renovation			
Real Estate & Leasing			
Landscaping			
Construction			

ENGINEERING	0-2 years	3-9 years	10+ years
Systems Engineering			
Mechanical Engineering			
Civil Engineering			
Chemical Engineering			

LEGAL	0-2 years	3-9 years	10+ years
Intellectual Property			
Employment Law			
Tax Law			
Family Law			
Mergers & Acquisitions			
Litigation			
Paralegal			
Contract Negotiation			
Advocacy			

FINANCE & ACCOUNTING	0-2 years	3-9 years	10+ years
Auditing			
Financial Planning			
Budgeting			
Reporting & Dashboards			
Pricing			
Cost Analysis			
Tax Prep			
Accounting			
Bookkeeping			

Please indicate your experience managing people and projects

PEOPLE AND PROJECT MANAGEMENT	0-2 years	3-9 years	10+ years
Managing Teams Within Your Department			
Managing Cross-Functional Teams			
Client Management			
Create and Execute Project Plans			
Have Built Teams for Specific Projects			