volunteer **passport**

**Volunteer**



**My purpose as a volunteer** (Please write here why you are a volunteer, what you would like to achieve and to accomplish, what experience you seek, etc.)



**Name of organisation / project / action** (where you volunteered or volunteer at)



It is (tick the suitable one(s)):

voluntary activity in organisation  long-term / regular volunteer activity



one-time / short-term voluntary activity  self-initiative voluntary activity

**Time and duration of voluntary activity** (in days and hours)



**Main tasks and activities as a volunteer** (What did you do as a volunteer? A few tips for description: I worked in the field of …; communicated with the elderly, with children, in a foreign language, ...; organised/arranged …; managed/instructed …; my role in the team was …; I participated in …; solved problems, etc.)



**Volunteer self-assessment/analysis** (Here, you can make use of the list of your skills and knowledge. List the greatest successes and challenges; what you learned from the experience; how you can use the acquired skills and knowledge in the future.)

List acquired/improved social skills



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List acquired/improved organisational skills



List acquired/improved language skills



List acquired/improved special skills



List acquired/improved computer skills



List other acquired/improved skills



**Characterization of volunteer by organisation** (How the volunteer handled their tasks, the traits of character of the volunteer, recommendations for the future, etc. The list of skills and knowledge can be of help here.)



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

**Evaluation of organisation by volunteer** (How the activities for the volunteers were organised, recommendations for the future about involving volunteers, etc.)



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**LIST OF SKILLS AND KNOWLEDGE**

**Here is a list of skills and knowledge that can be acquired in voluntary activity.**

**The list helps to fill in the passport and is not final for sure!**



**SOCIAL SKILLS**

are the ones you use at communicating and working with people, and the way you handle different situations or solve problems.

**A selection of social skills:**

* communication skills (ability to exchange information, communicate in foreign language(s) and with people of different background (social, cultural), etc.)
* suitability for teamwork
* adaptability (ability to handle a new situation fast)
* coping with stressful situations
* problem-solving skills (solving a problem constructively, reaching solutions)
* negotiation skills
* oral and written self-expression skills
* listening skills
* persuasion skills
* decision-making; ability to find suitable solutions



**ORGANISATIONAL SKILLS**

are the ones you use to manage people and to coordinate or implement projects, processes, and events.

**A selection of organisational skills:**

* management and leadership skills (group leadership, team leadership, organisation leadership) / people leadership
* ability to involve others
* event management
* planning skills
* motivational skills
* ability to analyse and generalise
* public/media communication skills
* initiative
* efficiency



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SPECIAL SKILLS (PROFESSIONAL SKILLS)

are vocational skills or, for instance, artistic skills or handicraft and technical skills and knowledge, also counselling knowledge or first aid skills. Here, you can name computer skills as well (e.g. programming, web design).

**A selection of special skills:**

* accounting
* knowledge about people with special needs
* pedagogical knowledge
* skill to use special equipment
* art and handicraft skills
* building, bricklaying
* conduct outings to nature
* electrical works
* finance management
* youth work; working with children
* knowledge about nature and environment protection



**COMPUTER SKILLS**

meaning the use of different programmes, the skill to use the possibilities of the Internet, various databases, also high-level skills (programming, etc.).

**A selection of computer skills:**

* word processing
* Internet use
* design skills (presentations, publications, etc.)
* use of design programs (e.g. Photoshop, etc.)
* programming
* web administration/web design
* computer maintenance



**OTHER SKILLS**

are the ones not listed in the abovementioned skills. Be sure to write these down in the passport!

