



# Volunteer Skill Inventory

**STOP! Each volunteer must *first* fill out his/her own Volunteer Registration Form.  
If you have not, please do so now.**

Volunteer Name: \_\_\_\_\_ Date: \_\_\_\_\_

## Construction

If you are **new to construction**, but interested in learning as a general volunteer, please check here:   
 You do not need to indicate your level of experience below.

**Others use the scale below to indicate your level of experience next to the following skills:**

- 1** I am **highly skilled or a professional** in this area and can lay out activities and supervise others.
- 2** I am **skilled and experienced** in this area and feel comfortable performing these activities.

If you do not have skills or experience in a particular area, leave the line blank.

**Example: 1 Architecture** (for professional architect)

- |                          |                            |                            |                      |
|--------------------------|----------------------------|----------------------------|----------------------|
| ___ Architecture         | ___ Electrical             | ___ Green Building         | ___ Plumbing         |
| ___ Carpentry            | ___ Electrical Engineering | ___ Heating/HVAC           | ___ Roofing          |
| ___ Carpeting            | ___ Engineering/Surveying  | ___ Insulating             | ___ Siding           |
| ___ Concrete (flat work) | ___ Equipment Operation    | ___ Land Acquisition       | ___ Tree Removal     |
| ___ Demolition           | ___ Finish Carpentry       | ___ Landscaping            | ___ *Other (specify) |
| ___ Drafting/CAD         | ___ Flooring               | ___ Masonry                | _____                |
| ___ Drywall Finishing    | ___ Framing                | ___ Mechanical Engineering |                      |
| ___ Drywall Hanging      | ___ General Contracting    | ___ Operating Engineer     |                      |
|                          | ___ General Home Repair    | ___ Painting               |                      |

## ReStore

If you are **new to retail**, but interested in learning as a general volunteer, please check here:   
 You do not need to indicate your level of experience below.

**Others use the scale below to indicate your level of experience next to the following skills:**

- 1** I am **highly skilled or a professional** in this area and can plan activities and supervise others.
- 2** I am **skilled and experienced** in this area and feel comfortable performing these activities.

If you do not have skills or experience in a particular area, leave the line blank.

**Example: 1 Cashier** (for professional level)

- |                                   |                      |
|-----------------------------------|----------------------|
| ___ Cashier                       | ___ Pricing          |
| ___ Customer Service              | ___ Retail/Sales     |
| ___ Donation Solicitation         | ___ Stocking         |
| ___ Lifting (30-50 lbs.)          | ___ Truck Driving    |
| ___ Merchandise Display Design    | ___ *Other (specify) |
| ___ Merchandise Cleaning/Prepping | _____                |

## Office Support

**Please identify areas where you feel you have a particular skill and use the scale below to indicate your level of experience:**

- 1** I am **highly skilled or a professional** in this area and can plan activities and supervise others.
- 2** I am **skilled and experienced** in this area and feel comfortable performing these activities.

If you do not have skills or experience in a particular area, leave the line blank.

*Example: **1** Data Entry* (for professional level)

- |   |   |
|---|---|
| <input type="checkbox"/> Accounting       | <input type="checkbox"/> Online Auctions (eBay, Craig's List) |
| <input type="checkbox"/> Computer Skills  | <input type="checkbox"/> Photography                          |
| <input type="checkbox"/> Copy Writing     | <input type="checkbox"/> Public Relations                     |
| <input type="checkbox"/> Data Entry       | <input type="checkbox"/> Public Speaking                      |
| <input type="checkbox"/> Finance          | <input type="checkbox"/> Purchasing                           |
| <input type="checkbox"/> Fundraising      | <input type="checkbox"/> Spanish Language                     |
| <input type="checkbox"/> Grant Writing    | <input type="checkbox"/> Special Events                       |
| <input type="checkbox"/> Graphic Design   | <input type="checkbox"/> Videography                          |
| <input type="checkbox"/> Land Acquisition | <input type="checkbox"/> Web Page Design                      |
| <input type="checkbox"/> Marketing        | <input type="checkbox"/> YouTube Video Posting                |
| <input type="checkbox"/> Newsletter       | <input type="checkbox"/> *Other (specify) _____               |

### Comments/Additional Information:

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**Please return this form along with your Volunteer Registration Form to Greater Cleveland Habitat for Humanity prior to volunteer involvement.**