

Date _____



**VOLUNTEER
KNOXVILLE**

INSTRUCTIONS FOR
SKILLSBANK USE:

1. From the list of skills inside, select as few or as many (up to 20) as you would like to have entered on your skillsbank card.
2. For each selection, write the code number of the skill and the skill title with any necessary clarifications on the enclosed form.
3. Check the proficiency level (interested in, skilled in, able to teach/instruct) for each skill.

35 Market Square Mall
525-9964

Monday-Thursday 9-5
Friday 9-2

SKILLSBANK

ADMINISTRATIVE/
MANAGEMENT/LEADERSHIP

A02 adult group leader
A03 AMP
A03 assertiveness
A01 board member
A02 children's group leader
A02 committee chairman
A05 committee member
A03 conflict management
A01 goals & objectives
A03 group dynamics
A03 P. E. T.
A01 policy making
A04 public speaking
A02 supervisor
A04 trainer
A04 volunteer coordinator
A06 other

AGRICULTURE/ANIMAL
SCIENCES

B02 ag. marketing
B01 agronomy
B03 animal husbandry
B01 disease/pest/weed control
B02 farm management (general)
B03 fish
B02 forestry
B02 land development
B01 landscaping/flowers
B03 pets
B01 vegetable gardening
B03 veterinary medicine
B02 vocational ag/extension
B04 other

AUDIO/VISUAL

D04 audio-engineering
D03 cable TV telecasting
D03 film production/video tape
D01 graphic design
D02 illustration
D01 layout
D02 poster/lettering
D01 printing
D04 radio broadcasting
D04 radio/TV programming
D05 slide production
D06 telephone systems
D03 TV broadcasting
D06 other

ART

C05 acting/directing
C03 appraising/restoration
C08 cultural arts (international)
C07 exhibitions/fairs
C06 fashion/costume design
C06 interior design
C05 magic
C03 museum curator
C01 painting
C04 photography
C05 puppetry/mime/clown/comic
C02 sculpture
C08 sketching
C06 stage/set design
C09 other

CLERICAL

F02 filing
F05 keypunch
F03 receptionist
F04 scheduling
F02 secretary
F04 shorthand, wpm _____
F05 switchboard
F03 telephoning
F01 typing, wpm _____
F06 other

BUSINESS

E05 advertising
E03 auctioneer
E04 business/agency start-ups
E05 economics
E01 EEOC
E05 insurance
E06 law (business)
E04 licensing/incorporation
E01 marketing/sales
E02 merchandising
E04 office systems
E01 personnel management/labor relations
E01 public administration
E01 public relations
E02 purchasing/buying/inventory control
E03 real estate
E06 other

CRAFTS

H04 candlemaking/soap
H04 ceramics/pottery/glass
H05 flower arranging
H02 knit/crochet
H04 metalcraft/jewelry
H02 needlepoint/embroidery/crewel
H05 papercraft
H01 quilting
H03 rug making
H01 sewing
H04 stain glass
H03 textile crafts
H05 toy making
H03 weaving/macrame/baskets
H04 wood/leather working
H06 other

COUNSELING AND SOCIAL SERVICES

G01 adoption/foster care
G07 advocacy: consumer _____
 child _____
 women _____
 education _____
 minority _____
G03 alcohol/drug counseling
G08 career/job counseling
G02 child/spouse abuse
G05 death/dying
G02 family planning/abortion
G04 financial counseling
G01 group homes
G06 immigration/naturalization
G06 legal aid
G01 marriage/family counseling
G02 rape/sexual abuse
G08 religious counseling
G03 single-parent counseling
G04 small business counseling
G05 suicide counseling
G04 welfare/financial aid
G09 other

EDUCATION

J04 administration
J01 adult reading tutor
J08 alternative education
J02 braille skills
J05 children's reading tutor
J04 curriculum development
J06 day care aide
J08 exceptional ed.
J09 facilities planning
J06 field trip aide
J01 GED
J07 gifted ed.
J07 handicapped
J11 lecturer/classroom speaker
J09 math tutor, level _____
J04 philosophy/issues
J10 physical ed.

J12 preschool/headstart
J06 school listener program/storyteller
J02 taping for blind
J06 teacher aide, level _____
J11 TEFL/TESL/foreign lang.
J13 tests and measurements
J09 tutor other subjects,
 level subj: _____
J03 vocational/technical ed.
J03 work study/internship
J14 other

DATA PROCESSING

I02 D. P. consultant
I01 operator
I01 programmer
I01 system analyst
I02 other

FOOD/NUTRITION/DIETETICS

N04 delivery of food
N03 dietetics
N05 food service
N02 nutrition
N01 preparation
N01 preservation/shipping
N01 processing
N05 shopping
N06 other

FINANCIAL

M01 accountant/CPA
M01 audit/CIA
M04 banking/loans
M03 bookkeeping
M03 budget
M02 employee benefits
M02 financial analysis/planning
M04 fund-raising/promotions
M04 grantsmanship
M03 investments
M05 merger/acquisitions
M05 tax
M06 other

ENVIRONMENTAL

L05 air pollution/treatment
L04 conservation
L02 ecology
L05 insecticide/pesticide pollution
L05 noise pollution
L02 planning/impact studies
L03 preservation of endangered species
L05 radiation control
L04 reclamation
L04 recycling techniques
L01 sanitation
L01 water management
L01 water pollution/treatment
L03 wildlife management/conservation
L06 other

ENERGY

K04 coal mining
K01 electrical engineering
K01 electrical power transmission
K01 electrification planning
K02 fuel cell/battery power
K04 fuel conservation
K04 fuel exploration/refining/
 transportation
K04 fuel technology/research
K05 gas-thermal power
K02 generators/furnaces
K01 hydro-electric power
K05 methane gas power
K03 nuclear energy/power
K03 nuclear engineering
K02 power utilities management
K05 solar energy/power
K02 utility rate structures
K06 other

HEALTH/MEDICAL

008 case histories
 008 dental assistant
 001 dentist/orthodontist
 006 detoxification
 006 epidemiology
 005 eye testing
 004 genetics
 011 geriatrics
 009 health insurance
 005 hearing tests
 011 home care
 009 hospital administration
 009 hospital services
 004 lab technology services
 003 LPN
 010 medical equipment servicing
 005 medical screening
 007 mental health clinic/services
 007 mental retardation services
 008 nurse's aide
 011 nursing/convalescent home
 012 paramedic services/first aide
 010 pharmacology
 013 physical therapy services
 001 physician/surgeon, type _____
 005 prenatal care/pregnancy screening
 006 preventative medicine
 002 psychiatrist
 002 psychologist
 006 public health care
 003 RN
 013 speech therapist
 004 x-ray technician
 014 other

HOUSING /CONSTRUCTION /MAINTENANCE

P07 appliance repair
 P01 architecture
 P12 auto repair
 P05 building codes/safety
 P09 carpentry
 P03 civil engineering
 P02 construction
 P02 construction equipment operation
 P01 drafting
 P04 electrical wiring
 P10 handyman
 P04 heating/air conditioning
 P06 housing development
 P11 insulation
 P07 kitchen facilities
 P05 low-income housing
 P09 masonry
 P10 moving
 P08 painting
 P09 plumbing repair
 P11 roofing
 P06 site planning/preparation
 P03 structural engineering
 P01 surveying
 P06 temporary structures
 P07 TV-radio repair
 P10 yardwork
 P12 other

HUMAN RELATIONS /PERSONAL SERVICES

Q02 babysitter
 Q03 barber/beautician
 Q02 Big Brother/Sister
 Q05 driver, bus/van
 Q05 driver, car
 Q05 escort
 Q03 grooming/hygiene aide
 Q03 housekeeper
 Q01 reader
 Q04 telephone visitor
 Q04 traveler's aide
 Q01 visitor
 Q06 other

INDUSTRIAL PROCESSES /SKILLED TRADES

R03 appliance manufacture
 R07 auto-mechanics
 R04 blacksmithing
 R04 boilermaker
 R10 carpenter
 R01 chemical processing
 R06 clothing/fiber manufacture
 R05 concrete/asphalt
 R02 container/packaging
 R08 electrical engineer
 R08 electrician
 R12 embalming/related skills
 R03 engine/motor/auto equipment manufacture
 R01 fertilizer production
 R11 fire/rescue
 R09 foundry/foundry practices
 R02 furniture manufacture
 R05 glass/ceramic/pottery processing
 R03 heavy equipment manufacture
 R07 machine operator
 R07 mechanical engineer
 R03 medical equipment manufacture
 R04 metal processing
 R09 metallurgical engineer
 R01 paints/sealers manufacture
 R02 paper/wood products
 R01 pharmaceutical/health/beauty aids
 R05 pipes/plastics manufacture
 R05 plastics/rubber processing
 R10 plumber
 R07 production engineering
 R06 tailor/garment worker
 R04 tool/die working
 R04 welding/metal cutting
 R12 other

INTERNATIONAL RELATIONS

S02 international adoptions
 S02 international relief
 S04 international student programs
 S03 international trade
 S04 international visitor services
 S03 international volunteerism
 S01 interpreter
 S03 missionary work
 S02 refugee relocation
 S03 tourism
 S05 other

LAW ENFORCEMENT

T01 correctional institutions
 T03 court systems
 T03 criminology
 T02 detention aide
 T02 juvenile delinquency
 T05 legal/paralegal
 T04 police/security/guards
 T01 probation aide (adult)
 T01 probation aide (child)
 T01 probation officer
 T06 other

LIBRARY AND RESEARCH

U01 cataloging
 U05 information/referral
 U03 interviewing techniques
 U04 legislation
 U01 librarian
 U01 library research
 U04 lobbying techniques
 U02 planning/evaluation
 U02 skillsbanks
 U02 statistical analysis
 U03 surveys/polls
 U06 other

MUSIC

V01 choral direction/conductor
 V02 dance, type _____
 V03 instrument repair
 V03 play instrument, type _____
 V01 singing, type _____
 V03 write/arrange music
 V04 other

RECREATION /SPORTS

W01 athletic training/coaching, type _____
 W03 camp counselor/director
 W04 collector
 W06 facilities planning
 W04 game/card organizer
 W04 game/card player
 W02 hiking/camping/outdoor
 W02 individual sports
 W03 lifeguard
 W05 officiating/scorekeeping
 W01 team sports
 W03 water recreation, type _____
 W02 yoga, martial arts
 W06 other

SCIENCES

X02 archeology
 X01 astronomy
 X03 biology
 X03 botany
 X04 chemistry
 X01 climatology
 X02 demography
 X02 geography
 X02 geology
 X05 mathematics
 X06 metallurgy
 X05 physics
 X03 zoology
 X06 other

TRANSPORTATION

Y03 air
 Y02 airport admin/design
 Y05 booking services
 Y02 bridge design/maintenance
 Y04 buses
 Y04 carpool system
 Y01 mass transit
 Y04 rail
 Y01 traffic engineering
 Y02 trucking
 Y06 other

WRITING

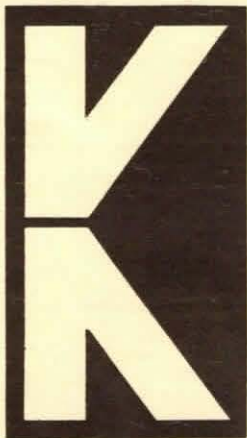
Z03 children's stories
 Z01 copy for brochures
 Z05 edit/proofread
 Z01 journalism
 Z04 newsletter articles
 Z03 plays
 Z03 poetry
 Z01 press releases
 Z04 prose/short stories/essays
 Z05 publishing
 Z02 resumes
 Z02 technical writing
 Z06 other

VOLUNTEER RIGHTS:

- be assigned a job that is worthwhile and challenging, with freedom to use existing skills or develop new ones.
- be trusted with confidential information that will help him/her carry out assignment.
- be provided orientation, training and supervision; know why he/she is being asked to do a particular job.
- know whether his work is effective; be given appropriate recognition by staff.
- expect valid recommendation from supervisors so he/she can move to another job (paid or unpaid).
- ask for a new assignment within organization or from the volunteer center when ready for reassignment.

VOLUNTEER RESPONSIBILITIES:

- fulfill his/her commitment or give notice early enough that a substitute can be found.
- respect confidences of the organization and clients.
- use time wisely and not interfere with performance of others.
- provide suggestions and recommendations that might increase effectiveness of program.
- follow guidelines established by organization, codes of dress, decorum, etc.
- refuse gifts or tips from clients, except "thank you" gifts of nominal value.



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KNOXVILLE**

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525-9964

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Friday 9-2

VOLUNTEERS WANTED



- To teach
- To drive
- To write
- To be a friend
- To organize
- To read
- To supervise
- To repair
- To share a talent
- To help

Volunteer jobs available for any area of interest.

Accounting

Administration

Arts and Crafts

Clerical

Counseling

Data Processing

Education

Finance

Health and Medical

Labor

Management

Public Relations

Recreation

Research

Technical

Trade Skills



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Knoxville, TN. 37902
Phone (615) 525-9964
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Dr. Donna Moyer
Executive Director

Volunteer Knoxville is a place where individuals and groups may register for community service on a voluntary basis and where non-profit organizations of Knoxville and Knox County may register requests for volunteers needed to carry out their programs.