

# ***Volunteer Career Development Portfolio***

**MINNEAPOLIS VOLUNTARY ACTION CENTER**



**A DIVISION OF UNITED WAY  
404 SOUTH EIGHTH STREET  
MINNEAPOLIS, MN 55404**



**INTRODUCING  
the  
MINNEAPOLIS VOLUNTARY ACTION CENTER'S  
CAREER DEVELOPMENT  
PORTFOLIO**

The Minneapolis Voluntary Action Center has designed a career development portfolio to help you document your paid and unpaid work experience and record training programs you have attended.

Each volunteer experience is unique and will develop personal competencies. Documenting the training you have received and the skills you have acquired in your volunteer job will have great value in your educational pursuits and for career development.

We urge you to fill in these forms and begin accumulating supplementary supporting documentation. By keeping a record of all your volunteer experiences, you will begin to identify a wide range of skills and develop a greater satisfaction from your community volunteer services.

### WORK EXPERIENCE RECORD

Name : \_\_\_\_\_

Job title: \_\_\_\_\_

Agency/Organization: \_\_\_\_\_

Dates served: \_\_\_\_\_ No. hours per week: \_\_\_\_\_ Total hours: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Title: \_\_\_\_\_

Job description and responsibilities: \_\_\_\_\_

Competencies/skills developed and how acquired:



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Additional Comments: \_\_\_\_\_  
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Signature of supervisor (if desired) \_\_\_\_\_

Suggested attachments:

1. Written statements of actual accomplishments. Detail your progress in achieving your goals, citing statistics and records.
2. Work plans or reviews
3. Contracts, letters of agreement, job description
4. Letters of recommendation, citations, awards.
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**AGENCIES AND ORGANIZATIONS**  
*where you may be volunteering*

*Social Services*

*Cultural Services*

*Parent-Teacher Organization*

*Religious Organizations*

*Service Clubs*

*Fraternal Organizations*

*Professional Organizations*

*Veterans Organizations*

*Social Change Groups*

*Political Parties*

*Youth Groups*



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## VALIDATING EXPERIENCE AND COMPETENCIES

*These are examples of skills you may have developed in your volunteer job. Each job might include skills from any or all of these categories. You may also wish to include other skills not listed here.*

### BASIC PERFORMANCE SKILLS

I CAN:

show responsibility  
be on time for appointments  
accept a commitment  
identify with and accept agency's goals  
adopt a plan of action  
define tasks and functions  
share work with others  
work with supervision  
demonstrate listening skills  
seek and accept feedback  
evaluate a program  
complete an assignment  
express myself clearly  
demonstrate time management  
work independently

### DIRECT SERVICE SKILLS

I CAN:

relate to a client's needs  
assess needs  
identify problems  
build a trusting relationship  
contribute to learning of others  
give direct and indirect counseling  
help others identify and explore  
    alternative courses  
work with a group  
supervise  
lead a group  
develop leadership  
teach/tutor  
conduct interviews  
develop a program

### ADD YOUR OWN SKILLS, IF NOT LISTED ABOVE

I CAN:

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### ADMINISTRATIVE SKILLS

I CAN:

make policy decisions  
delegate responsibility  
speak effectively  
express myself clearly in writing  
develop goals and objectives  
chair a meeting  
plan an agenda  
record material clearly  
organize written material  
prepare reports  
do research  
compile statistics  
develop questionnaires  
survey problems  
conduct training sessions  
make financial decisions  
plan a budget  
develop a proposal  
write a grant  
raise money  
supervise others  
represent the agency  
do public speaking  
contact media  
edit publications

### OTHER SKILLS

I CAN:

lead tours  
operate equipment  
advocate for change  
perform office work (specify:  
    type, answer phones, etc.)  
demonstrate artistic ability (specify:  
    decorations, logo, graphics,  
    portraits, etc.)  
Assist in theater productions (specify:  
    perform, write plays, arrange  
    sets, etc.)  
Participate in environmental concerns  
    (specify: park maintenance, tree  
    planting, nature displays, etc.)



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**EDUCATIONAL RECORD**  
(workshops, conferences, training sessions, etc.)

Attended by: \_\_\_\_\_

Workshop, Conference, Training Title: \_\_\_\_\_

Sponsored by: \_\_\_\_\_

Date: \_\_\_\_\_ Total hours: \_\_\_\_\_

Instructor: \_\_\_\_\_

Title: \_\_\_\_\_

Topics covered: \_\_\_\_\_

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Resources used: \_\_\_\_\_

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Knowledge acquired: \_\_\_\_\_

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Competencies/skills developed: \_\_\_\_\_

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Additional Comments: \_\_\_\_\_  
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Instructor's signature (if desired): \_\_\_\_\_

Position \_\_\_\_\_

Suggested Attachments:

1. Course outline
2. Resource materials
3. Manual
4. Evaluation
5. Certification



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**WORK EXPERIENCE RECORD**

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Job title: \_\_\_\_\_

Agency/Organization: \_\_\_\_\_

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Supervisor: \_\_\_\_\_

Title: \_\_\_\_\_

Job description and responsibilities: \_\_\_\_\_

Competencies/skills developed and how acquired: \_\_\_\_\_



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Signature of supervisor (if desired) \_\_\_\_\_

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*(workshops, conferences, training sessions, etc.)*

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Workshop, Conference, Training Title: \_\_\_\_\_

Sponsored by: \_\_\_\_\_

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Resources used: \_\_\_\_\_

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Competencies/skills developed: \_\_\_\_\_

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Competencies/skills developed: \_\_\_\_\_

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