# Volunteer Career Development Portfolio

MINNEAPOLIS VOLUNTARY ACTION CENTER



A DIVISON 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.

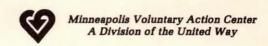
Each volunteer experience is unique and will develop personal competencies. Documenting the training you have received and the skills you have acquired in your volunteer job will have great value in your educational pursuits and for career development.

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.

1	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:
)	

Additional Comments:	
Signature of supervisor (if desired)	

- 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.
- 5. Performance appraisals, program evaluations.
- 6. Finished products (speeches, articles, reports, etc.)
- 7. Other miscellaneous information



# 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

#### 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. Your 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

#### ADDYOUR OWN SKILLS, IF NOT LISTED ABOVE

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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

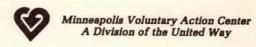
#### OTHER SKILLS

lead tours

#### I CAN:

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 producations (specify:
 perform, write plays, arrange
 sets, etc.)

Participate in environmental concerns (specify: park maintenance, tree planting, nature displays, etc.)



Attended by:
Workshop, Conference, Training Title:
Sponsored by:
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Date:Total hours:
Instructor:
Title:
Topics covered:
Resources used:
Knowledge acquired:
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Competencies/skills developed:

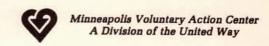
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- 1. Course outline
- 2. Resource materials
- 3. Manual
- 4. Evaluation
- 5. Certification

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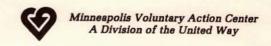
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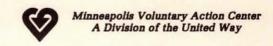
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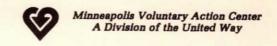
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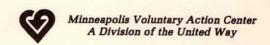
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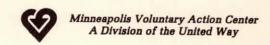
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