**Project Butterfly New Orleans Volunteer Checklist**

*Please rate your level of expertise and your level of interest for each skill area (one being the lowest and five being the highest). This information will be used to identify areas in which you will work in the camp or to identify tasks in which you are best suited to support the program.*

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| *Level of Expertise* | ***Level of Expertise*** | | | | | | ***Level of Interest*** | | | | |
| ***Skill/ Interest*** | 1 | 2 | 3 | 4 | 5 |  | 1 | 2 | 3 | 4 | 5 |
| Develop marketing materials |  |  |  |  |  |  |  |  |  |  |  |
| Present ideas effectively in speeches or lecture |  |  |  |  |  |  |  |  |  |  |  |
| Interview people to obtain information |  |  |  |  |  |  |  |  |  |  |  |
| Perform and entertain before groups |  |  |  |  |  |  |  |  |  |  |  |
| See ideas, products and services |  |  |  |  |  |  |  |  |  |  |  |
| Convey a positive self- image |  |  |  |  |  |  |  |  |  |  |  |
| Develop rapport easily with groups of people |  |  |  |  |  |  |  |  |  |  |  |
| Establish culture to support learning |  |  |  |  |  |  |  |  |  |  |  |
| Promote concepts through a variety of media |  |  |  |  |  |  |  |  |  |  |  |
| Model behavior or concepts for others |  |  |  |  |  |  |  |  |  |  |  |
| Write poetry, fiction, or plays |  |  |  |  |  |  |  |  |  |  |  |
| Write grant proposals |  |  |  |  |  |  |  |  |  |  |  |
| Edit and proofread written materials |  |  |  |  |  |  |  |  |  |  |  |
| Teach, advise, coach and empower |  |  |  |  |  |  |  |  |  |  |  |
| Use a variety of media for presentation |  |  |  |  |  |  |  |  |  |  |  |
| Develop educational curriculum and materials |  |  |  |  |  |  |  |  |  |  |  |
| Create and administer evaluation plan |  |  |  |  |  |  |  |  |  |  |  |
| Facilitate a group |  |  |  |  |  |  |  |  |  |  |  |
| Coordinate people, activities, and details |  |  |  |  |  |  |  |  |  |  |  |
| Demonstrate, empathy, sensitivity and patience |  |  |  |  |  |  |  |  |  |  |  |
|  | | | | | | | | | | | |
| *Level of Expertise* | ***Level of Expertise*** | | | | |  | ***Level of Interest*** | | | | |
| ***Skill/ Interest*** | 1 | 2 | 3 | 4 | 5 |  | 1 | 2 | 3 | 4 | 5 |
| Listen empathetically and objectively |  |  |  |  |  |  |  |  |  |  |  |
| Facilitate self- awareness in others |  |  |  |  |  |  |  |  |  |  |  |
| Facilitate conflict management |  |  |  |  |  |  |  |  |  |  |  |
| Achieve goals within budget and time schedule |  |  |  |  |  |  |  |  |  |  |  |
| Oversee communication via email and telephone |  |  |  |  |  |  |  |  |  |  |  |
| Create images through sketches, sculpture, etc. |  |  |  |  |  |  |  |  |  |  |  |
| Master athletic skills |  |  |  |  |  |  |  |  |  |  |  |
| Utilize computer software for artistic creations |  |  |  |  |  |  |  |  |  |  |  |
| Drive and operate vehicles |  |  |  |  |  |  |  |  |  |  |  |
| Draft press releases |  |  |  |  |  |  |  |  |  |  |  |
| Develop and maintain social media presence (e.g., Ning/Facebook) |  |  |  |  |  |  |  |  |  |  |  |
| Develop and maintain web sites |  |  |  |  |  |  |  |  |  |  |  |
| Search written, oral and technological information |  |  |  |  |  |  |  |  |  |  |  |
| Compile numerical and statistical data |  |  |  |  |  |  |  |  |  |  |  |
| Develop realistic goals and action to attain them |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |