

SKILLS CHECKLIST

(One form per person)

Friends of the Cumbres & Toltec Scenic Railroad, Inc.

First name _____ Last name _____

Home telephone _____ Work telephone _____

E-mail address _____ Current occupation _____

Date of birth _____

This skills assessment is divided into two categories. Part I of the assessment covers craft or trade type work related directly to the *Friends* on-the-ground historical restoration activities that take place mostly during work sessions.

Part II of the assessment pertains to professional, administrative, and service skills or training that may be useful to the *Friends* throughout the year.

Please complete both Part I and Part II of this checklist.

PART I

Rate your skills on a scale of 1 to 5, with 5 being the highest, and give us some information about your experience in these activities.

CARPENTRY & CONST	#
Foundations & pads	
Framing	
Dry wall installation & finishing	
Trim & finish	
Door & window repl.	
Cabinet work	
Shingles & shakes	
Asphalt shingles	
Brick & mortar repair	
110/220v electrical	
Conduits & wiring	
PVC/ABS lines & sewers	
Copper lines	

Iron pipes & sewers	
MECHANICS	#
Small gas engine repair	
Large gas engine repair	
Diesel engine repair	
Sheet metal work	
Arc welding	
Acetylene welding	
MIG welding	
Air brake repair	
Hydraulic systems repair	
6/12 volt electrical sys.	
STRUCT. PAINTING	#
Surface preparation	
Brush application	

Roller application	
Airless sprayers	
Other sprayers	
Lettering & signs	
GRAPHIC ARTS	#
Digital Photography	
Video or video prod.	
Graphic design / layout	
TREE TRIMMING	#
Chain saw operation	
Hand pruning saw use	
Power pruning saw operation	
Axe use	

Experiences or other trade skills: _____

Emergency training and/or services you can/will perform (√)

_____ EMS
 _____ First Responder
 _____ First Aid

_____ EMT
 _____ CPR
 _____ MD/RN

Other licenses or training _____

Are you subject to any of the following? (Yes/no)

_____ Allergies
 _____ Chronic illness
 _____ Problems working at high altitudes (8000 - 10,000 ft.)

_____ Respiratory problems
 _____ Physical handicaps
 _____ Vertigo

Are there any other conditions we should be aware of when making your crew assignment?

PART II

Rate your strengths or interests on a scale of 1 to 5, with 5 being the highest, and give us some information about your experience in these activities in the Comments Section.

Interpretation, Education & Project administration	#
Organization Planning Define goals, objectives, priorities	
Project Identification & Design Develop & organize projects or programs, develop schedules, prepare plans & specifications	
Research, Review & Analysis Study & examine data, people & subjects	
Teaching or Training Inform, explain, instruct.	
Information Gathering Conduct interviews, reviews, surveys.	
Demonstrations and Presentations Give demonstrations, make presentations, explain exhibits.	
Procedural Analyses Structure new practices, programs & procedures, develop guidelines.	
Implementation Provide detailed follow-through instructions, guidelines for plans.	
Visual Arts Sketch, draw, illustrate & photograph	

Concepts & Designs Imagine possibilities, reflect upon, conceive of, dream up, generate ideas	
Writing & Composition Compose & layout letters, ads, articles, stories or educational materials, brochures.	
Technical Writing & Composition Compose & illustrate instruction material, procedural guidelines, handbooks.	
Museum Experience - either employment or volunteer experience	
Curatorial Experience - Either employment or volunteer experience	
Exhibit Design and Construction Preparation of displays & exhibits.	
Library/Archival Storage	#
Records Classification & Storage Group, categorize and systematize data or records storage & retrieval	
Research for Information Conduct exhaustive information or historical research.	
Data or Records Analysis Break down, sort and associate logically	

Grant Writing and Fundraising	#
Foundation Information Gathering Conduct prospect and Foundation research	
Monitor Endowments & Foundations Keep track of Foundation requirements, respond to inquiries, provide detailed follow-through.	
Write Compose grant requests, prepare reports and letters	
Generate Ideas Donor recognition, event planning.	
Member & Volunteer Support	#
Records Maintenance & Upkeep Maintain records, logs, itemizations, collate.	
Selling Promote concepts, convince others of merits,	
Docent Activities Meet & greet the public, welcome visitors, provide information, guide tours.	
Event Coordination Coordinate events, handle logistics, make arrangements	
Public Relations Write press releases, post to website, meet with the media	

Inventory Management Manage materials and supply inventories. Develop guidelines.	
Computer Systems Management Database designs & management, digital records storage, computer system upkeep, program applications	

Committee Participation Tell us about your area(s) of interest.
Leadership & Direction Tell us about your area(s) of interest.
Profession or Expertise Tell us your profession and/or professional area of interest (archeology, engineering, history, etc.) that might be of interest to the Friends.

Corporate Contacts
Fundraising is an ongoing part of Friends activities. To aid the organization in seeking support from the business community, please list any organizations, companies or corporations with whom you may know a contact person. This information will only be used with your permission.

Comments