

## 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.

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

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

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

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

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

<b>Corporate Contacts</b>
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.

<b>Comments</b>