

# Friends of the East Broad Top, Inc.

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## VOLUNTEER SKILLS CHECKLIST

Interested in helping out? Use this form to help us get acquainted with you and what you can do. From office work to carpentry to tracklaying, we have ways that everyone can contribute.

First name \_\_\_\_\_ Last name \_\_\_\_\_ Date \_\_\_\_\_

Email address \_\_\_\_\_ Trade or occupation \_\_\_\_\_

Emergency training First aid \_\_\_ CPR \_\_\_ EMT \_\_\_ MD/RN \_\_\_ Fire \_\_\_ Safety \_\_\_ Other \_\_\_\_\_

This skills checklist covers a wide range of tasks needed to help the Friends of the East Broad Top carry out their mission. The various tasks include things that may be done at the railroad, in your home, or at other locations.

Able to work on-site? How frequently would you be available for work at the East Broad Top Railroad:

One or more times a month \_\_\_\_\_ Once or a few times a year \_\_\_\_\_ Work from home only \_\_\_\_\_

Would you be available for : Sat-Sun sessions \_\_\_\_\_ Fr-Sat-Sun sessions \_\_\_\_\_ work weeks \_\_\_\_\_

Days you could typically work at the railroad: Sat \_\_\_ Sun \_\_\_ Mo \_\_\_ Tu \_\_\_ We \_\_\_ Th \_\_\_ Fr \_\_\_

Rate your abilities on a scale of 1 to 5, with 5 being the highest. 0 or blank means no experience in the area.

CONSTRUCTION	#
Concrete	
General carpentry	
Trim and finish	
Roofing	
Brick or rock masonry	
Electrical	

METAL WORK	#
Fabrication	
Sheet metal	
Arc welding	
MIG welding	
Flame cutting	
Milling machine	
Lathe	

WOOD WORK	#
Table saw	
Band saw	
Power sander	
Planer	
Router	
Glass cutting	
Glazing	
Fabrication	
Cabinetry	
Patterns	

OFFICE	#
Stuffing direct mail pieces	
Editing newsletters	
Spreadsheets	
Grant writing	
Email marketing	
Editing and proofreading	
Photo-journalism	
Archive and curatorial	

COMPUTING	#
PHP coding	
HTML coding	
Java Script coding	
Zen Cart	
WordPress	
InDesign	
CAD, 2D or 3D	

RAILROAD	#
Trackwork	
Car trucks	
Bearings	
Journal boxes	
Air lines	
Wheels and axles	
Brake systems	

MEETING THE PUBLIC	#
Tour guide	
Train show, trade show staff	

PAINTING	#
Surface preparation	
Brush/roller	
Airless sprayer	
Pot sprayer	

VEGETATION CONTROL	#
Chainsaw operation	
Hand pruning	
Power pruning	

MECHANICS	#
Small engine gas/diesel	
Large engine gas/diesel	
Air brakes	
Hydraulic	
6/12 volt electrical	

GRAPHICS	#
Digital photography	
Video production	
Graphic design and layout	
Lettering	
Signage	