Volunteer Skills Inventory

Thomas Edison National Historical Park

Name: Date:

Thank you for your interest in volunteering at Thomas Edison National Historical Park. In order to best match your skills and talents to potential opportunities at the park, we ask you to complete the following survey. Please complete all sections of this form, not just the one area in which you hope to volunteer. You may be asked to update this periodically as training and experiences may change your responses.

Using a scale of 1 to 5 (5 being highly skilled), please mark an “X” in the appropriate column to indicate your skill and comfort levels in the following areas (enter question mark if not known). In the right column, indicate whether or not you are interested in having more training in that area.

**Visitor Services and Education:**

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| --- | --- | --- |
| **ROLE/SKILL** | **SKILL LEVEL** | **DESIRE TRAINING?** |
| **Scale: 1 is low, 5 is high** |
| **1** | **2** | **3** | **4** | **5** |  | **YES** | **NO** |  |
| Greeting visitors as they arrive |  |  |  |  |  |  |  |  |  |
| Communicating effectively |  |  |  |  |  |  |  |  |  |
| Organize and gather people together |  |  |  |  |  |  |  |  |  |
| Knowledge of Thomas A. Edison and his inventions |  |  |  |  |  |  |  |  |  |
| Knowledge of the Edison family |  |  |  |  |  |  |  |  |  |
| Research and develop a presentation following provided talking points |  |  |  |  |  |  |  |  |  |
| Voice projection |  |  |  |  |  |  |  |  |  |
| Speaking to large groups |  |  |  |  |  |  |  |  |  |
| Speaking one on one |  |  |  |  |  |  |  |  |  |
| Group presentations in the community (i.e. civic groups, churches) |  |  |  |  |  |  |  |  |  |

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| ***Presenting to special interest visitor groups:*** | **SKILL LEVEL** | **DESIRE TRAINING?** |
| **Scale: 1 is low, 5 is high** |
| **1** | **2** | **3** | **4** | **5** |  | **YES** | **NO** |  |
| Elementary School Children |  |  |  |  |  |  |  |  |  |
| Middle School Youth |  |  |  |  |  |  |  |  |  |
| High School Youth |  |  |  |  |  |  |  |  |  |
| Senior Citizens |  |  |  |  |  |  |  |  |  |
| Music Groups |  |  |  |  |  |  |  |  |  |
| Teachers |  |  |  |  |  |  |  |  |  |
| Foreign Language***Please Specify:*** |  |  |  |  |  |  |  |  |  |
| Individuals with special needs (i.e. limited vision, limited hearing, limited mobility, developmentally disabled etc.)***Please Specify:*** |  |  |  |  |  |  |  |  |  |
| Other Groups (***Please name***): |  |  |  |  |  |  |  |  |  |

**Maintenance, Gardens and Landscapes:**

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| **ROLE/SKILL** | **SKILL LEVEL** | **DESIRE TRAINING?** |
| **Scale: 1 is low, 5 is high** |
| **1** | **2** | **3** | **4** | **5** |  | **YES** | **NO** |  |
| Stand for 2 hours |  |  |  |  |  |  |  |  |  |
| Bend and lift up to 40 lbs |  |  |  |  |  |  |  |  |  |
| Work outdoors in heat, humidity |  |  |  |  |  |  |  |  |  |
| Work outdoors in cold |  |  |  |  |  |  |  |  |  |
| Facility repair/maintenance/grass trimming |  |  |  |  |  |  |  |  |  |
| Woodworking/Carpentry |  |  |  |  |  |  |  |  |  |
| Weeding/plant care |  |  |  |  |  |  |  |  |  |
| Painting |  |  |  |  |  |  |  |  |  |
| Other maintenance related skills (***Please specify***): |  |  |  |  |  |  |  |  |  |

**Museum and Archives:**

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| --- | --- | --- |
| **ROLE/SKILL** | **SKILL LEVEL** | **DESIRE TRAINING?** |
| **Scale: 1 is low, 5 is high** |
| **1** | **2** | **3** | **4** | **5** |  | **YES** | **NO** |  |
| Cataloging (i.e. describing, measuring, categorizing, labeling, storing, lifting and moving) |  |  |  |  |  |  |  |  |  |
| Data entry |  |  |  |  |  |  |  |  |  |
| Object/Artifact handling |  |  |  |  |  |  |  |  |  |
| Detail oriented work |  |  |  |  |  |  |  |  |  |
| Manual dexterity |  |  |  |  |  |  |  |  |  |
| Sewing |  |  |  |  |  |  |  |  |  |
| Cleaning, dusting and housekeeping |  |  |  |  |  |  |  |  |  |
| Bend and lift up to 50 lbs |  |  |  |  |  |  |  |  |  |

**Photography and Multimedia:**

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| **ROLE/SKILL** | **SKILL LEVEL** | **DESIRE TRAINING?** |
| **Scale: 1 is low, 5 is high** |
| **1** | **2** | **3** | **4** | **5** |  | **YES** | **NO** |  |
| Web Design***Please specify software used:*** |  |  |  |  |  |  |  |  |  |
| Publishing***Please specify software used:*** |  |  |  |  |  |  |  |  |  |
| Research using the internet, publications, articles etc. |  |  |  |  |  |  |  |  |  |
| Writing articles and blogs |  |  |  |  |  |  |  |  |  |
| Researching and writing grant applications |  |  |  |  |  |  |  |  |  |
| Photography |  |  |  |  |  |  |  |  |  |
| Filming/Videography |  |  |  |  |  |  |  |  |  |
| Scanning images and/or documents |  |  |  |  |  |  |  |  |  |
| Editing images using Adobe Photoshop  |  |  |  |  |  |  |  |  |  |
| Media/Public relations |  |  |  |  |  |  |  |  |  |
| Preparing PowerPoint presentations |  |  |  |  |  |  |  |  |  |

**Technology and Office Operations:**

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| **ROLE/SKILL** | **SKILL LEVEL** | **DESIRE TRAINING?** |
| **Scale: 1 is low, 5 is high** |
| **1** | **2** | **3** | **4** | **5** |  | **YES** | **NO** |  |
| Word-processing using Microsoft Word |  |  |  |  |  |  |  |  |  |
| General computer skills |  |  |  |  |  |  |  |  |  |
| Filing, organizing documents |  |  |  |  |  |  |  |  |  |
| Photocopying, document preparation |  |  |  |  |  |  |  |  |  |

**First Aid/Emergency:**

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| **ROLE/SKILL** | **SKILL LEVEL** | **DESIRE TRAINING?** |
| **Scale: 1 is low, 5 is high** |
| **1** | **2** | **3** | **4** | **5** |  | **YES** | **NO** |  |
| CPR***Date of certification:*** |  |  |  |  |  |  |  |  |  |
| First Aid***Date of certification:*** |  |  |  |  |  |  |  |  |  |
| Handling of medical emergencies |  |  |  |  |  |  |  |  |  |
| Health Training or Emergency certification. Check all that apply to you:□ Nurse □ EMT □ MD □ FirefighterOther (please describe): |

Please list languages in which you are fluent (in addition to English, including Sign):

Please use the following space to provide any **additional** information or details. This might include skills you possess that you feel might be useful in matching you with volunteer opportunities available in the park and/or skills you would like to learn as a volunteer.

List two personal references who are not relatives:

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |  | Name: |  |
| Address: |  | Address: |  |
| Tel No: |  | Tel No: |  |
| E-mail: |  | E-mail: |  |

***Thank you for you willingness to volunteer!***

**Please e-mail the completed form to: shemaine\_mckelvin@nps.gov or print and mail to:**

**Thomas Edison NHP, 211 Main Street, West Orange, NJ 07052**