



## Position Description –International Headquarters

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| <b>Date</b>                        | January 2, 2018   |
| <b>Title</b>                       | History Intern-Nauvoo, Illinois   |
| <b>Education Requirements</b>      | 13+ years of formal education (completion of Freshman year of college or university)  |
| <b>Experience Required/Desired</b> | Entry level/Seasonal  |
| <b>Immediate Supervisor</b>        | Team Lead-Historic Sites Nauvoo   |
| <b>Employment Status</b>           | <input checked="" type="checkbox"/> <b>Full Time</b> (40 hours per week)<br><input type="checkbox"/> <b>Part Time</b> (20 hours or more per week)<br>List hours per week: <a href="#">Click here to enter text.</a><br><input type="checkbox"/> <b>Part Time</b> (under 20 hours per week)<br>List hours per week: <a href="#">Click here to enter text.</a>  |
| <b>Summary of Position</b>         | <p>Interns lead guided walking tours as they serve as Historical Interpreters and share Latter Day Saint history with the public in an open, honest, and gracious manner. As part of their training, they are required to take classes in Nauvoo era Latter Day Saint history and museum management, are exposed to archeological principles and practices, and are eligible to receive 6 semester hours of undergraduate credit from Graceland University. Additionally, they receive wages, including on-site housing, paid on a bi-weekly basis. The program typically runs from late May to mid-August.</p> |
| <b>Essential Functions</b>         | <ol style="list-style-type: none"> <li>1. Lead guided walking tours of Joseph and Emma Smith's Homestead, Mansion House, and Red Brick Store.</li> <li>2. Welcome and orient visitors to the Joseph Smith Historic Site.</li> <li>3. Use a cash register to process tour preservation fees and provide visitors with preservation passes.</li> <li>4. Provide support, including operation of cash registers, in museum stores.</li> </ol>  |
| <b>Competencies/Skills</b>         | <p><b>Required</b></p> <ol style="list-style-type: none"> <li>1. Strong verbal communication skills</li> <li>2. Flexibility</li> <li>3. Interpersonal skills</li> <li>4. Approachability</li> </ol>   |

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|                                   | <p><b>Desired</b></p> <ol style="list-style-type: none"> <li>1. Customer focus</li> <li>2. Presentation skills</li> <li>3. Dealing with ambiguity</li> <li>4. Conflict management</li> </ol>   |
| <b>Supervisory Responsibility</b> | <p> <input type="checkbox"/> Yes<br/> <input checked="" type="checkbox"/> No </p> <p>If yes, please say how many staff and what positions are being supervised.<br/> <a href="#">Click here to enter text.</a></p>   |
| <b>Other Duties</b>               | <p>Please note that this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Other duties, responsibilities and activities may be assigned when necessary.</p> |
| <b>Registered Youth Worker</b>    | <p>Employee is required to be a registered youth worker with Community of Christ or be able to register within 30 days of hire date</p>  |
| <b>Ministerial Status</b>         | <p> <input type="checkbox"/> Yes<br/> <input checked="" type="checkbox"/> No </p>  |
| <b>Overtime Status</b>            | <p> <input type="checkbox"/> Exempt<br/> <input checked="" type="checkbox"/> Non-exempt </p>   |
| <b>Benefit Eligibility</b>        | <p> <input type="checkbox"/> Yes<br/> <input checked="" type="checkbox"/> No </p> <p>Temporary/Seasonal positions are not eligible for benefits</p>  |

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