



Position Description –International Headquarters

Date	January 2, 2018
Title	History Intern -Kirtland, Ohio
Education Requirements	13+ years of formal education (completion of Freshman year of college or university)
Experience Required/Desired	Entry level/Seasonal
Immediate Supervisor	Team Lead-Kirtland Historic Sites
Employment Status	<input checked="" type="checkbox"/> Full Time (40 hours per week) <input type="checkbox"/> Part Time (20 hours or more per week) List hours per week: Click here to enter text. <input type="checkbox"/> Part Time (under 20 hours per week) List hours per week: Click here to enter text.

Summary of Position	<p>Interns lead guided walking tours 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 take classes in Kirtland era Latter Day Saint history and related topics and are eligible to receive up to 6 semester hours of 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>
Essential Functions	<ol style="list-style-type: none"> 1. Lead guided walking tours of Kirtland Temple 2. Welcome and orient visitors to the Kirtland Temple Visitor Center 3. Use a cash register to process tour preservation fees and provide visitors with preservation passes 4. Provide support, including operation of cash registers, in museum store 5. Interpret museum exhibits
Competencies/Skills	<p>Required</p> <ol style="list-style-type: none"> 1. Strong verbal communication skills 2. Flexibility 3. Interpersonal skills 4. Approachability

	<p>Desired</p> <ol style="list-style-type: none"> 1. Customer focus 2. Presentation skills 3. Dealing with ambiguity 4. Conflict management
Supervisory Responsibility	<p> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No </p> <p>If yes, please say how many staff and what positions are being supervised. Click here to enter text.</p>
Other Duties	<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>
Registered Youth Worker	<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>
Ministerial Status	<p> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No </p>
Overtime Status	<p> <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-exempt </p>
