



Position Description –International Headquarters

Date	April 11, 2018
Title	Summer Guide-Independence Temple
Education Requirements	13+ years of formal education (completion of Freshman year of college or university)
Experience Required/Desired	Entry level/Seasonal
Immediate Supervisor	Business Manager
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	Lead guided walking tours of the Independence Temple and Auditorium. Welcome and orient visitors to the Temple. Work with the Team Lead on special projects. Share identity, message, and mission of the Community of Christ. The position runs from late May through the end of July.
Essential Functions	<ol style="list-style-type: none"> 1. Lead guided walking tours of the Independence Temple and Auditorium. 2. Welcome and orient visitors to the Independence Temple and Auditorium. 3. Interest in/willingness to learn and share the story of Community of Christ.
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	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <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	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Overtime Status	<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-exempt
