

# Community of Christ

## INTERNATIONAL HEADQUARTERS

### POSITION DESCRIPTION

**Position Title:** Volunteer Music Assistant

**Status:** Volunteer

**Classification:** None

**Grade:** Non-Graded

**Position Summary:** The Volunteer Music Assistant is a non-paid position that will provide music and cleric support for the Principal Organist. This volunteer position requires the ability to read music. Duties include general office tasks, scheduling and coordinating for the Principal Organist. Hours and days worked will vary upon the needs of the Principal Organist. This position is ideal for someone looking for on-the-job training and experience in the area of music of an international church.

**Work Experience:** 1 year preferred

**Education:** no degree required;  
musical training and/or experience required

#### Qualifications Include:

Intermediate computer skills in utilizing Microsoft Office products and the ability to learn new computer technologies

Ability to read music is required.

Excellent organizational skills.

Accurate attention to detail.

Strong communication skills, verbal and written.

Ability to work with multiple projects and priorities.

Ability to independently manage assigned tasks and projects with little or no supervision.

Ability to work with music software preferred.

Familiarity with social networking sites and other technological tools preferred.

Multi-lingual ability preferred.

Proven ability to maintain confidentiality regarding sensitive information.

Able to generate appropriate responses to situations based on a range of known standards.

Familiar with Community of Christ organizational structure and culture preferred.

Registered Youth Worker through Community of Christ or willing or able to successfully obtain the registration within 30 days of hire.

**Key Competencies Include:**

- 1-Action Oriented
- 24-Functional/Technical Skills
- 32-Learning on the Fly
- 39-Organizing
- 47-Planning
- 50-Priority Setting
- 51-Problem Solving
- 61-Technical Learning
- 62-Time Management
- 63-Total Quality Management
- 67-Written Communications
- 206-Self Starter

**Primary Responsibilities Include:**

Provides administrative support to Principal Organist, a member of the Integrated Formation Ministries Team:

- General office tasks
- General music tasks
- Project support
- Event organization and implementation
- Equipment and supplies support

**Organizational Relationships:**

Reports to Principal Organist

**Interactions:**

- Primary interactions will be with the Principal Organist
- Secondary interactions with members of the IFM Team, especially musicians and administrative assistants
- Secondary interactions with musician volunteers
- Limited interactions with the public
- Interactions with members of Int'l Headquarters

**Disclaimer: The above statements are intended to describe the general nature and level of work being performed by staff assigned to this position. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required. All staff may be required to perform duties outside their normal responsibilities, as needed.**