

# Community of Christ

## INTERNATIONAL HEADQUARTERS

### POSITION DESCRIPTION

Position Title: History Intern - Kirtland

Status: Seasonal Worker

This position is within the currently approved budget.

Classification: None

Grade: Non-Graded

Position Summary: 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 receive 6 semester hours of credit from Graceland University. Additionally, they receive a weekly stipend and are provided with housing and utilities for the summer. The program typically runs from late May to mid-August.

Work Experience: Entry Level

Education: 13+ years of formal education (completion of Freshman year in college or university)

#### Qualifications Include:

1. Registered Youth Worker through Community of Christ or willing and able to successfully obtain the registration within 30 days of hire.
2. Interest in/willingness to learn Community of Christ History
3. Interest in operation of Historic Sites
4. Strong Verbal Communication Skills or willingness to learn
5. Ability to be Respectful of Opinions that Differ from your own
6. Ability to be Flexible
7. Ability to Work with Others

#### Key Competencies Include:

- (1-23): 3-Approachability
- (1-23): 15-Customer Focus
- (1-23): 12-Conflict Management
- (1-23): 17-Decision Quality
- (1-23): 2-Dealing with Ambiguity
- (24-47): 31-Interpersonal Savvy
- (24-47): 40-Dealing with Paradox
- (48 -68): 49-Presentation Skills

Primary Responsibilities Include:

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

**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.**