

Community of Christ

INTERNATIONAL HEADQUARTERS POSITION DESCRIPTION

Position Title: Fellow - Kirtland

Status: Seasonal Worker

This position is within the currently approved budget.

Classification: None

Grade: Non-Graded

Position Summary: Fellows develop and lead interpretive programs, 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 take classes in Kirtland era Latter Day Saint history and museum curatorship, assist in the instruction, and are eligible to receive 6 semester hours of undergraduate 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: 14+ Years

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 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
8. Strong written communication skills

Key Competencies Include:

(1-23):	3-Approachability	(1-23):	2-Dealing with Ambiguity
(1-23):	15-Customer Focus	(1-23):	12-Conflict Management
(1-23):	17-Decision Quality	(1-23):	None
(24-47):	31-Interpersonal Savvy	(24-47):	None
(24-47):	40-Dealing with Paradox	(24-47):	None
(48 -68):	49-Presentation Skills	(48 -68):	None
(204-271):	206-Self Starter	(204-271):	None

Primary Responsibilities Include:

Develop and lead interpretive programs, including guided walking tours of Kirtland Temple
Welcome and orient visitors to the Kirtland Temple Visitor Center
Develop and complete independent projects based on area of expertise
Use a cash register to process tour preservation fees and provide visitors with preservation passes
Provide support, including operation of cash registers, in museum store
Interpret museum exhibits

Additional Comments:

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.