

Community of Christ

INTERNATIONAL HEADQUARTERS POSITION DESCRIPTION

Position Title: History Intern - Nauvoo

Status: Seasonal Worker

This position is within the currently approved budget.

Classification: None

Grade: Non-Graded

Position Summary: Interns lead guided walking tours as they 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 Jacksonian Era and 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. Ability to Work with Others
5. Strong Verbal Communication Skills or willingness to learn
6. Ability to be Flexible
7. Ability to be Respectful of Opinions that Differ from your own

Key Competencies Include:

(1-23):	3-Approachability	(1-23):	17-Decision Quality
(1-23):	15-Customer Focus	(1-23):	2-Dealing with Ambiguity
(1-23):	12-Conflict Management	(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

Primary Responsibilities Include:

1. Lead guided walking tours of Joseph and Emma Smith's Homestead, Mansion House, and Red Brick Store
2. Welcome and orient visitors to the Joseph Smith Historic Site
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 stores

Additional Comments: With the addition of a few responsibilities, this program meets the internship requirements for Graceland University's Community of Christ Leadership Program (CCLP).

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.