

# Community of Christ

## INTERNATIONAL HEADQUARTERS POSITION DESCRIPTION

Position Title: **Visitor & Heritage Services Intern - Independence Book Store**

Status: **Seasonal Worker**

Classification: **None**

Grade: **Non-Graded**

Position Summary: Intern leads guided walking tours for the Independence Temple and Auditorium, sharing the identity, message, and mission of Community of Christ. They also will, on occasion, serve as historical interpreter in the Temple museum and provide some staff support for the Temple Book Store. The program Typically runs from early June to mid-August.

Work Experience: **Entry Level**

Education: **High School or GED**

### Qualifications Include:

1. Interest in/willingness to learn and share the story of Community of Christ
2. Ability to work with others
3. Strong verbal communication skills or willingness to learn
4. Ability to be flexible
5. Ability to be respectful of opinions that differ from your own
6. Intermediate or better computer skills
7. Customer service focused
8. Previous retail experience preferred

### Key Competencies Include:

(1-23): **2-Dealing with Ambiguity**

(1-23): **3-Approachability**

(1-23): **12-Conflict Management**

(1-23): **15-Customer Focus**

(1-23): **17-Decision Quality**

(24-47): **31-Interpersonal Savvy**

(24-47): **40-Dealing with Paradox**

(48 -68): **49-Presentation Skills**

Primary Responsibilities Include: Leading guided walking tours of the Independence Temple and Auditorium. Welcoming and orienting visitors to the Temple. Share faith and beliefs of Community of Christ with those who express interest. On occasion, fill in for museum, and Temple Book Store.

### Organizational Relationships:

**Team member on primary team and other as able**

Interactions: **None**

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.**