

Community of Christ

NEW POSITION DESCRIPTION FORM

WCHRC APPROVAL DATE:		WMCT APPROVAL DATE:	
POSITION TITLE: Gardener - Nauvoo		Grade:	(determined by HRM)
CLASSIFICATION	<input checked="" type="checkbox"/> Staff Assistant	<input type="checkbox"/> Staff Executive	<input type="checkbox"/> Executive Minister*
	<input type="checkbox"/> Field Appointee	<input type="checkbox"/> Field Specialist	<input checked="" type="checkbox"/> Volunteer
			<input type="checkbox"/> Other
New Position:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	Person Replaced:
Support Team: Volunteer Resource Ministries		Supervisor: Shelley Ruhlman	
Team (s): Visitor and Heritage Services - Nauvoo Maintenance Sub-Team		Team Leader (s): Nauvoo Site Coordinator	
POSITION SUMMARY: This person serves on the Nauvoo Maintenance Team and assists the full-time staff with gardening and landscaping around the Visitor Center, Homestead, Mansion House, Smith Family Cemetery, Red Brick Store, and numerous historic homes.			
Work Experience:	<input type="checkbox"/> 1 yr	<input type="checkbox"/> 1-3 yrs	<input type="checkbox"/> 3-5 yrs
			<input type="checkbox"/> 5+ yrs
Formal Education:	<input checked="" type="checkbox"/> HS or GED	<input type="checkbox"/> 14+ yrs	<input type="checkbox"/> 16 yrs
			<input type="checkbox"/> 17+ yrs
Qualifications Include:			
<ol style="list-style-type: none"> 1. Interest in gardening 2. Ability to perform physical labor necessary to plant, water, weed, etc. 3. 4. I 5. 6. 7. 8. 9. 10. 11. 12. 			
Key Competencies (list 5-8 of the most important competencies for this position):			
<ol style="list-style-type: none"> 1. Action Oriented 2. Self Starter 3. Perversance 4. Total Quality Mangement 5. Priority Setting 6. 7. 8. 9. 10. 11. 12. 			
Primary Responsibilities Include (list the most important duties and responsibilities):			
<ol style="list-style-type: none"> 1. Assist maintenance staff with plantings 2. Assist maintenance staff with watering 3. Assist maintenance staff with weeding 4. Assist maintenance staff with light pruning 5. 6. 7. 8. 9. 10. 			

11.

12.

Organizational Relationships (list the title and number of persons or projects this position supervises/coordinates): The day-to-day supervision, training and direction is provided by the team leader. The overall staffing support, policies, general training, recognition, etc. is provided by Volunteer Resource Ministries.

Additional Comments: Compensation includes furnished housing and utilities in return for 24 to 32 hours a week of service.

Prepared By: Lachlan Mackay

Date: May 14, 2007

Reviewed By: Shelley Ruhlman

Date: May 14, 2007

Approved by (WMCT Member):

Date:

*(Position must meet the church's requirements to be classified as an executive minister.)