

# Community of Christ

## NEW POSITION DESCRIPTION FORM

WCHRC APPROVAL DATE:		WMCT APPROVAL DATE:	
<b>POSITION TITLE: Guide - Independence</b>		<b>Grade:</b>	<b>(determined by HRM)</b>
<b>CLASSIFICATION</b>	<input checked="" type="checkbox"/> <b>Staff Assistant</b>	<input type="checkbox"/> <b>Staff Executive</b>	<input type="checkbox"/> <b>Executive Minister*</b>
	<input type="checkbox"/> <b>Field Appointee</b>	<input type="checkbox"/> <b>Field Specialist</b>	<input checked="" type="checkbox"/> <b>Volunteer</b>
			<input type="checkbox"/> <b>Other</b>
<b>New Position:</b>	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<b>Person Replaced:</b>
<b>Support Team:</b> Volunteer Resource Ministries		<b>Supervisor:</b> Shelley Ruhlman	
<b>Team (s):</b> Visitor and Heritage Services - Independence Sub-Team		<b>Team Leader (s):</b> Cathy Loving	
<b>POSITION SUMMARY:</b> Guides share our identity, message, and mission with the public in an open, honest, and gracious manner.			
<b>Work Experience:</b>	<input type="checkbox"/> 1 yr	<input type="checkbox"/> 1-3 yrs	<input type="checkbox"/> 3-5 yrs
<b>Formal Education:</b>	<input checked="" type="checkbox"/> HS or GED	<input type="checkbox"/> 14+ yrs	<input type="checkbox"/> 16 yrs
			<input type="checkbox"/> 5+ yrs
			<input type="checkbox"/> 17+ yrs
<b>Qualifications Include:</b>			
<ol style="list-style-type: none"> <li>1. Strong Verbal Communication Skills</li> <li>2. Ability to Work with Others</li> <li>3. Ability to be Respectful of Opinions that Differ from your own</li> <li>4. Ability to be Flexible</li> <li>5. Ability to Climb Stairs</li> <li>6. Ability to Hear Visitor's Questions</li> <li>7. Vision Correctable to 20/70</li> <li>8.</li> <li>9.</li> <li>10.</li> <li>11.</li> <li>12.</li> </ol>			
<b>Key Competencies (list 5-8 of the most important competencies for this position):</b>			
<ol style="list-style-type: none"> <li>1. Presentation Skills</li> <li>2. Customer Focus</li> <li>3. Approachability</li> <li>4. Interpersonal Savvy</li> <li>5. Conflict Management</li> <li>6. Descision Quality</li> <li>7. Dealing with Ambiguity</li> <li>8. Dealing with Paradox</li> <li>9.</li> <li>10.</li> <li>11.</li> <li>12.</li> </ol>			
<b>Primary Responsibilities Include (list the most important duties and responsibilities):</b>			
<ol style="list-style-type: none"> <li>1. Lead guided tours of the Independence Temple</li> <li>2. Welcome and orient visitors to the Temple and Temple museum</li> <li>3.</li> <li>4.</li> <li>5.</li> <li>6.</li> <li>7.</li> <li>8.</li> <li>9.</li> <li>10.</li> <li>11.</li> </ol>			

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:

Prepared By: Lachlan Mackay/Cathy Loving

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.)