

# Community of Christ

## NEW POSITION DESCRIPTION FORM

|   |  |  |  |
|---|--|--|--|
| WCHRC APPROVAL DATE:  |  | WMCT APPROVAL DATE:                              |  |
| <b>POSITION TITLE: Historical Interpreter - Kirtland</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>                |
| 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 - Kirtland Sub-Team  |  | Team Leader(s): Barbara Walden                   |  |
| <b>POSITION SUMMARY:</b> Historical Interpreters (aka Tour Guides) share our story with the public in an open, honest, and gracious manner.   |  |  |  |
| 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                     |
| <b>Qualifications Include:</b><br>1. Strong Verbal Communication Skills<br>2. Interest in Community of Christ History<br>3. Ability to Work with Others<br>4. Ability to be Respectful of Opinions that Differ from your own<br>5. Ability to be Flexible<br>6. Ability to Climb Stairs<br>7. Ability to Hear Visitor's Questions<br>8. Vision Correctable to 20/70<br>9. Interest in Ongoing Education<br>10.<br>11.<br>12.    |  |  |  |
| <b>Key Competencies (list 5-8 of the most important competencies for this position):</b><br>1. Presentation Skills<br>2. Customer Focus<br>3. Approachability<br>4. Interpersonal Savvy<br>5. Conflict Management<br>6. Decision Quality<br>7. Dealing with Ambiguity<br>8. Dealing with Paradox<br>9.<br>10.<br>11.<br>12.   |  |  |  |
| <b>Primary Responsibilities Include (list the most important duties and responsibilities):</b><br>1. Lead guided tours of Kirtland Temple<br>2. Welcome and orient visitors to the Kirtland Temple Visitor Center and exhibits<br>3. Use a cash register to process tour preservation fees and provide visitors with preservation passes<br>4. Attend monthly staff meetings<br>5.<br>6.<br>7.<br>8.<br>9.<br>10.<br>11.<br>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 per week. Training is provided.

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.)