

Community of Christ

NEW POSITION DESCRIPTION FORM

WCHRC APPROVAL DATE:		WMCT APPROVAL DATE:	
POSITION TITLE: Historical Interpreter - 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 Sub-Team		Team Leader(s): Nauvoo Site Coordinator	
POSITION SUMMARY: 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
Formal Education:	<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
Qualifications Include: <ol style="list-style-type: none"> 1. Strong Verbal Communication Skills 2. Interest in Community of Christ History 3. Ability to Work with Others 4. Ability to be Respectful of Opinions that Differ from your own 5. Ability to be Flexible 6. Ability to Climb Stairs 7. Ability to Hear Visitor's Questions 8. Vision Correctable to 20/70 9. 10. 11. 12. 			
Key Competencies (list 5-8 of the most important competencies for this position: <ol style="list-style-type: none"> 1. Approachability 2. Customer Focus 3. Presentation Skills 4. Interpersonal Savvy 5. Conflict Management 6. Decision Quality 7. Dealing with Ambiguity 8. Dealing with Paradox 9. 10. 11. 12. 			
Primary Responsibilities Include (list the most important duties and responsibilities): <ol style="list-style-type: none"> 1. Lead guided 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. 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 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.)