

Community of Christ

NEW POSITION DESCRIPTION FORM

WCHRC APPROVAL DATE:		WMCT APPROVAL DATE:	
POSITION TITLE: Museum Docent - Independence Temple		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 - Independence Sub-Team		Team Leader (s): Cathy Loving	
POSITION SUMMARY: Museum Docents assist visitors in developing an understanding of the artifacts on display and in the process, improve the visitor's understanding of the faith community that created the artifacts. They also help to ensure the safety of the items on display.			
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 Community of Christ history 2. Ability to interact easily with people 3. Ability to hear visitor's questions 4. Vision correctable to 20/40 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. Integrity and Trust 2. Approachability 3. Managing Diversity 4. Composure 5. Listening 6. Understanding Others 7. 8. 9. 10. 11. 12. 			
Primary Responsibilities Include (list the most important duties and responsibilities):			
<ol style="list-style-type: none"> 1. Assist visitors as needed during their self guided tour of the museum 2. Assist Security Team by helping to ensure safety of items on display 3. 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:

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.)