

# Community of Christ

## NEW POSITION DESCRIPTION FORM

WCHRC APPROVAL DATE:		WMCT APPROVAL DATE:	
<b>POSITION TITLE: Receptionist - Independence Temple</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 - Independence Sub-Team		Team Leader (s): Cathy Loving	
<b>POSITION SUMMARY:</b> Receptionists greet and assist visitors to the Temple and answer phones as needed.			
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
<b>Qualifications Include:</b> 1. Ability to interact easily with people 2. Ability to hear visitor's questions 3. Ability to answer and transfer phone calls 4. 5. 6. 7. 8. 9. 10. 11. 12.			
<b>Key Competencies (list 5-8 of the most important competencies for this position:</b> 1. Approachability 2. Customer focus 3. Managing Diversity 4. Composure 5. Listening 6. Interpersonal Savvy 7. Decision Quality 8. Humor 9. Informing 10. Organizational Agility 11. 12.			
<b>Primary Responsibilities Include (list the most important duties and responsibilities):</b> 1. Greet and provide assistance to Temple visitors 2. Answer phone calls and transfer as needed 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.)