

Community of Christ

NEW POSITION DESCRIPTION FORM

WCHRC APPROVAL DATE:		WMCT APPROVAL DATE:	
POSITION TITLE: Temple Book Store Assistant		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 Services - Independence		Team Leader (s): Cathy Loving	
POSITION SUMMARY: Assist Temple Book Store staff with visitors and maintenance of merchandise displays.			
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: 1. Excellent people skills 2. Customer service focused 3. Ability to follow directions 4. 5. 6. 7. 8. 9. 10. 11. 12.			
Key Competencies (list 5-8 of the most important competencies for this position): 1. Approachability 2. Customer Focus 3. Integrity and Trust 4. Composure 5. Informing 6. Patience 7. 8. 9. 10. 11. 12.			
Primary Responsibilities Include (list the most important duties and responsibilities): 1. Provide exceptional customer service to visitors 2. Extend the educational experience of temple/museum visitors through the sharing of information about store products 3. Stock shelves and maintain merchandise 4. Ability and willingness to clean and organize merchandise displays 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: 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.)