Position Title: Volunteer Assistant Team Lead – Joseph Smith
Status: Volunteer

Position Summary: This person will assist the Team Lead in overseeing the day-to-day operations of the Joseph Smith Historic Site in Nauvoo, Illinois. Field Ministry is not an expectation for this position.

Work Experience: 3-5 Years
Education: Bachelor Degree

Qualifications Include:
1. Registered Youth Worker through Community of Christ or willing and able to successfully obtain the registration within 30 days of hire.
2. B.A. in History or related field
3. Knowledge of Community of Christ history
4. Interest in and willingness to preserve artifacts
5. Knowledgeable about building preservation, repair, and maintenance and grounds maintenance
6. Excels at leading teams of paid staff and volunteers focused on sharing the identity, message and mission of Community of Christ
7. Gifted in leading paid and voluntary staff by example in developing and operating retail stores with a customer focus
8. Experienced in museum management
9. Intermediate computer skills

Key Competencies Include:
15-Customer Focus
31-Interpersonal Savvy
36-Motivating Others
49-Presentation Skills
209 Leadership Skills
271-Peacemaking
Primary Responsibilities Include:

1. Assist Team Lead in leading paid and volunteer staff.
2. Assist with historical interpretation at the Joseph Smith Historic Site.
3. Assist with the preservation, care, and maintenance of the historic homes, staff housing, visitor center and grounds.
5. Serve on a team that cares for site artifacts.
6. Assist Team Lead with training of volunteers.
7. Assist Team Lead with training of summer interns and fellows.
8. Frequent contact and interaction with the Historic Sites Team Leader.
9. Represent site on civic organizations.

Organizational Relationships:

Team member or leader on small teams/projects

Interactions:

Represents Int’l Headquarters to public

Additional Comments: This is an unpaid position. Housing and utilities are provided.

Disclaimer: The above statements are intended to describe the general nature and level of work being performed by staff assigned to this position. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required. All staff may be required to perform duties outside their normal responsibilities, as needed.