



## Position Description –International Headquarters

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| <b>Date</b>                        | January 28, 2020   |
| <b>Title</b>                       | Summer Guide-Independence Temple   |
| <b>Education Requirements</b>      | 13+ years of formal education (completion of Freshman year of college or university)   |
| <b>Experience Required/Desired</b> | Entry level/Seasonal   |
| <b>Immediate Supervisor</b>        | Field and International Headquarters Relations Advocate  |
| <b>Employment Status</b>           | <input checked="" type="checkbox"/> <b>Full Time</b> (up to 40 hours per week) Seasonal<br><input type="checkbox"/> <b>Part Time</b> (20 hours or more per week)<br>List hours per week: <a href="#">Click here to enter text.</a><br><input type="checkbox"/> <b>Part Time</b> (under 20 hours per week)<br>List hours per week: <a href="#">Click here to enter text.</a>                      |
| <b>Summary of Position</b>         | Lead guided walking tours of the Independence Temple and Auditorium. Welcome and orient visitors to the Temple. Work with the Team Lead on special projects. Share identity, message, and mission of the Community of Christ. The position runs from May 26 through July 31.   |
| <b>Essential Functions</b>         | <ol style="list-style-type: none"> <li>1. Lead guided walking tours of the Independence Temple and Auditorium.</li> <li>2. Welcome and orient visitors to the Independence Temple and Auditorium.</li> <li>3. Interest in/willingness to learn and share the story of Community of Christ.</li> </ol>  |
| <b>Competencies/Skills</b>         | <p><b>Required</b></p> <ol style="list-style-type: none"> <li>1. Strong verbal communication skills</li> <li>2. Flexibility</li> <li>3. Interpersonal skills</li> <li>4. Approachability</li> </ol> <p><b>Desired</b></p> <ol style="list-style-type: none"> <li>1. Customer focus</li> <li>2. Presentation skills</li> <li>3. Dealing with ambiguity</li> <li>4. Conflict management</li> </ol> |

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| <b>Supervisory Responsibility</b> | <input type="checkbox"/> Yes<br><input checked="" type="checkbox"/> No  |
| <b>Other Duties</b>               | Please note that this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Other duties, responsibilities and activities may be assigned when necessary. |
| <b>Registered Youth Worker</b>    | Employee is required to be a registered youth worker with Community of Christ or be able to register within 30 days of hire date  |
| <b>Ministerial Status</b>         | <input type="checkbox"/> Yes<br><input checked="" type="checkbox"/> No  |
| <b>Overtime Status</b>            | <input type="checkbox"/> Exempt<br><input checked="" type="checkbox"/> Non-exempt   |

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