

## Workforce Role Description

This form is to be used by the workforce (employees, Church-service missionaries, and volunteers) of the Corporation of the President (COP) and Corporation of the Presiding Bishop (CPB). It describes general workforce requirements as well as purposes, responsibilities, and qualifications of the role identified below.

Job title	Job code	Grade level	Approval date
Seminary Program Assistant (includes Special Needs)	10671		06-26-2012

### General Workforce Requirements

General requirements for the Church workforce:

- Temple worthiness
- Regular attendance and timely arrival at the assigned location

*Note:* The specific statements shown in each section of this Workforce Role Description are not intended to be all-inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.

### Purposes

Briefly describe why this job exists, who the customers are, and what the customers expect.

To help youth and young single adults understand and rely on the teachings and Atonement of Jesus Christ, qualify for the blessings of the temple, and prepare themselves, their families, and others for eternal life with their Father in Heaven. This is accomplished by assisting seminary teachers and principals to enroll students, encourage completion of course work, and provide appropriate support to the seminary program.

**Note:** This CSM job description will also apply to those who serve those Special Needs Seminary students with disabilities.

### Responsibilities

Describe what the major responsibilities of the job are, including accountability, problem solving, relationships, interactions, results, and relevant metrics and measures. List responsibilities in order of importance, and indicate percentage of time spent on each.

Church-Service Missionaries (CSMs) serving in a Seminary program capacity will:

- Work with seminary teachers / principals to identify young single adults who should attend Seminary.
- Work with Priesthood leaders to contact and invite young single adults to participate in the Seminary program.
- Provide support for the administrative responsibilities of the Seminary program.
- Provide Seminary classroom instruction as needed.
- Serve and bless the lives of young single adults in a seminary setting, fellowship and mentor young single adults.
- Help plan and carry out seminary activities.

Schedule and Work Hours:

- The service would be for between 8-32 hours per week.
- Be able to serve for a period of 12 to 36 months.
- This position requires travel within a 50 mile radius on a periodic basis.
- Daily schedule is determined with the seminary director.

### Qualifications

List the minimum requirements for the position. Identify knowledge and skills required, including formal education, specialized training, and prior experience. Include any degrees, certifications, and licenses that are required.

Must be a member of The Church of Jesus Christ of Latter Day Saints and worthy to hold a temple recommend.

Possess an outgoing, friendly and pleasant demeanor and enjoy working with students, and where warranted, young single adults with special needs / disabilities.

Be physically and emotionally capable of interacting with young single adults.

Be able to remain calm, patient, and communicative during stressful situations, particularly if serving in classrooms with students who have mental and emotional challenges.

Able to follow directions and handle changes in policy and procedures.

Have a working knowledge of computers, including e-mail and internet and a willingness to learn new computer programs and related processes.

Have good verbal and written communication skills.