

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
Specialist, Camp	12454		10Apr2012

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.

This Church Service Missionary position (also considered a camp host) assists guests at recreation camps to have a safe and spiritual experience. This position usually has additional camp maintenance / construction duties as assigned.

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.

- Assists in serving as hosts to the many patrons and guests using the recreational camps by providing information on directions, facilities, safety and programs. Part of the assistance may include program presentations to the many youth groups who attend the camp.
- Maintains the buildings, structures, fences, and grounds in good working order. In some cases, accepts special projects that includes landscape development (trails, sprinklers, fences) and construction of new buildings such as camp lean-to's, sanitary facilities, cabins, storage sheds, etc.
- Periodically assists with safety and security of guests and the infrastructure of the camp.
- Most of these positions will serve from late spring through early fall.

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 have good people skills and the ability to communicate with people of all ages.
- Must be in good physical condition, as some of the maintenance / construction work can be fairly strenuous at high altitudes and require long work days.
- May require specialized trade skills such as carpentry, plumbing, electrical, welding; depending on the need for a particular year.
- Equipment needs: Though some sites have cabin facilities for rent, most Church Service Missionaries should have a RV to serve as a temporary residence and an ATV for transportation throughout the recreation sites. RV hook-up costs will vary between sites, but usually range between \$250-\$500 / month.