

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
Coordinator 1	10404		12Apr2012

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 coordinates important tasks and projects within the various Operational programs of the Church. In many cases the work duties are similar to that of an Operations Supervisor, but coordinators serve more as staff rather than line officers (typically they tend to focus more on work planning and program development, and less on work implementation, supervision of other employees and monitoring respective project budgets.).

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.

- Responsible for the accomplishment of day-to-day work tasks of the assigned program, which may include program planning and work evaluations.
- Coordinates the flow of work both within an Operation and between Operations.
- May coordinate activities and assignments between Operations and specific ecclesiastical leaders.
- Assists in the training, correction and motivation of assigned employees and volunteers.
- Typically reports to an Operations Supervisor or Operations Manager

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.

- Requires excellent communication skills (written and oral).
- Usually requires a working knowledge of computers, particularly those found in the Microsoft suite.
- Have a good work ethic and a willingness to coordinate the flow of information with others.
- May require experience in the field of work, or a willingness to learn and be trained to work on assigned tasks.
- If applicable, have a desire to train and mentor other employees or volunteers.