### 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.

<table>
<thead>
<tr>
<th>Job title</th>
<th>Job code</th>
<th>Grade level</th>
<th>Approval date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supervisor, Humanitarian Services</td>
<td>12468</td>
<td></td>
<td>12Apr2012</td>
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</tbody>
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#### 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 exists to supervise and coordinate important work tasks within the Humanitarian Centers throughout the Church, which provides basic human need products, particularly as it relates to disaster relief. (Note that many of the Humanitarian Centers in the Church have been disbanded.)

### 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.

- Is responsible for the day-to-day production of humanitarian goods and supplies.
- Monitors inventory, and orders supplies / equipment associated with the production needs.
- Initiates distribution of supplies to different parts of the world under the direction of supervision.
- Assigns employees and volunteers to various work stations or tasks, and tracks their production output.
- Routinely evaluates program goals and objectives as determined through the planning process.
- Is responsible for employee / volunteer training, correction and motivation.
- Typically reports to mid-level management, such as an Operations Manager or an Assistant 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 good communication skills (verbal and written); having a working knowledge of computers, particularly with the Microsoft suite of programs, is very beneficial.
- Have a good work ethic and a willingness to share / improve it in those they supervise.
- Usually requires experience in the field of work, or a willingness to learn and be trained to accomplish assigned tasks.
- Have a willingness to train and mentor those whom they supervise.