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>Assistant, Mormon Tabernacle Choir</td>
<td>12464</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 assists the Mormon Tabernacle Choir in successfully completing their singing practices, performances, and travel.

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.

Performs a variety of assigned work functions, which may include:
- Ordering, cataloging, filing and retrieving sheet music
- Caring and upkeep of choir uniforms (clothing)
- Monitoring time served and annual hours donated by choir members
- Assisting with travel arrangements (airline tickets, motel and food accommodations, performing sites, etc.)
- Other tasks as assigned.

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 at least a High School diploma or the equivalent; basic understand and use of computers (i.e., Microsoft suite) is very helpful.
- Have some experience in organizing and working with large groups.
- Have good communication skills (written and oral).
- Routinely be on time and complete assignments.
- May occasionally have to fulfill work assignments if traveling with the choir.