

Workforce Role Description

Corporation of the President (COP)
Corporation of the Presiding Bishop (CPB)

General Workforce Requirements:

- Temple worthiness
- Regular attendance in a timely manner at the assigned location.

Please 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.

Job Title	Job Code	Grade Level	Approval Date
FamilySearch Missionary	CSM		

Purposes

The primary purpose of this position is to help serve individuals with recording of family history and research procedures. Other duties could include helping maintain historical records such as census, birth and death certificates for the use of family history patrons.

Responsibilities

Help members and nonmembers to understand the Family History programs and methods to research their own family history. Also may be asked to help monitor and maintain such records as census, birth, death and other historical records as well as answer questions from volunteers who are indexing historical records. Could be assigned to make calls to genealogical societies and libraries in order to maintain relationships with family search. Help patrons with on line research and ordering of family history films and other data to aid in their research.

Qualifications

Must be familiar with computer use and various computer programs as well as some experience with family history related computer programs. Must have a computer, telephone and internet connection in you own home. Should have a compassion for family history that will excite the patrons who you come in contact with. This requires a patient, caring personality. CSM will serve primarily from their own home. Should be able to schedule 16 hours a week in two to four hour blocks of time. Total time of service should be for a minimum of 12 months but could be extended up to 30 months.