

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
Missionary Training Center (MTC) Assistant	CSM		

Purposes

To help ensure that missionaries attending the MTC are made to feel welcome, to assist as directed in the training of missionaries and help ensure that the missionary's general needs are provided for.

Responsibilities

Actual responsibilities will vary depending on specific assignments. Some of the common functions or assignments include; posing as investigators for missionaries in training to teach; act as interpreters for missionaries from international areas; escort missionaries to medical appointments and shopping trips; greet arriving new missionaries and their families; respond to telephone calls from non-members requesting information and materials. Other tasks may be assigned as needed.

Qualifications

Individual needs to be friendly and service oriented and enjoy interactions with others. Ability to teach language and reading skills. Have strong and please telephone skills as well as basic computer skills including emails and the internet. Possess a zeal for all aspects of missionary work.