

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
Daily Dose CSM	10669		05-09-2011

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.

Under the direction of the mission president of a regular Church mission Daily Dose Church-Service missionaries (CSM) will teach English to non English speakers not of our faith.

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.

CSMs will serve under the direction of a mission president of a regular mission who may assign the CSM to a specific non English speaking ward or branch of the Church in the US or Canada. The assignment is to serve within that ward or branch to teach English in the homes of those not of our faith. CSMs will work closely with members and full-time missionaries to identify those to teach. May also teach English to members time permitting.

CSMs may be assigned specific translators (Spanish) if needed.

The CSMs will also attend the Sunday three hour block of the ward/branch to which they have been assigned to teach.

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.

Important: a firm testimony of the gospel. A love for people and a desire to be of service to others.

A strong desire to follow the "Daily Dose" Program.

A desire to teach and share information to assist others in learning English.