

## POSITION DESCRIPTION

### RESOURCE CENTER DIRECTOR

1/2 TIME (20 HOURS)

**Purpose:** The Resource Center Director shall support the ministries of the Presbytery and its local congregations by providing a variety of resources, maintaining up-to-date selections and reflecting the breadth of the Reformed tradition.

**Accountability:** Accountable to the Presbytery through the Administration Committee and supervised by the Executive Presbyter.

**Term of Service:** Indefinite

#### **Responsibilities:**

- A. Provide two set (7 hours) days of service at the resource center (14 hours). The other 6 hours to be used at the discretion of the person.
- B. Maintain a welcoming atmosphere in the Resource Center, including maintaining the Simple Gifts Room.
- C. Check resources in and out, order resources, help patrons find the resources they need, maintain equipment for check out and train users in its operation, coordinate and train volunteers as needed.
- D. Keep shelves in order, catalog new resources, and mail resources to patrons when necessary.
- E. Update the catalog on the Web Page.
- F. Keep up to date on current resources and available curriculum. Preview both solicited and unsolicited resources (in particular, electronic media). Provide training in curriculum, as requested in coordination with the Associate for Educational Ministry. Keep current curriculum available for review.
- G. Actively work with Presbytery committees to provide up-to-date resources as requested.
- H. Provide staff support to the Resource Center Steering Committee.
- I. Provide for Resource Center visibility at Presbytery meetings and other meetings and serve congregations by taking resources for displays at Festival of Faith, Women's Gatherings, etc. as requested.
- J. Write articles for the Presbytery online newsletter.
- K. Participate in Synod and national resource center training opportunities, such as, Presbyterian Association of Resource Centers, Association of Presbyterian Christian Educators, etc.

This list is illustrative rather than comprehensive. Additional duties and/or meetings may be assigned by your supervisor.

**April 2014**

- Relationships:** Relates primarily with the Nurture Committee in partnership with the Associate for Educational Ministry and collaboratively with other committees and staff, as appropriate.
- Evaluation:** An annual performance review and comprehensive reviews as determined by the Administration Committee.
- Compensation:** Specified in the letter of appointment, including funds for continuing education, reviewed annually by the Administration Committee. This position is exempt from overtime compensation.
- Termination:** By mutual consent of the Resource Center Director and Presbytery, or by action of Presbytery, upon the written recommendation of the Administration Committee in accordance with personnel policies of Presbytery. Fair and adequate notification shall be given by one party to the other.

### **Requirements**

The Resource Center Director should have these qualifications, characteristics, and abilities:

- A. Personal gifts
  1. A personal commitment to and relationship with God through Jesus Christ.
- B. Education and experience
  1. A college and/or seminary degree in Christian Education is preferred.
  2. Experience and familiar with library science.
  3. Christian Education experience.
  4. Basic knowledge in Reformed theology and polity
- C. Skills
  1. Ability to interact well with people and be comfortable making presentations to groups of various sizes.
  2. Knowledge of library/resource center purposes
  3. Computer literate. Ability to learn and maintain the Resource Center cataloging system.
  4. Ability to research and resource acquisitions
  5. Ability to offer consultation and resources to congregations and Presbytery committees.
  6. Understanding of faith development
  7. Familiarity with PC(USA) resources
  8. Able to set up displays that draw people
- D. Physical demands
  1. Ability to bend and stretch
  2. Able to lift and carry crates, boxes, bags of resources
  3. Modest travel beyond presbytery meetings, such as, resourcing Presbytery clusters, church leaders, and congregations.