

RESOURCE CENTER DIRECTOR

SUMMARY: The goal of the Resource Center Director is to provide Christian education resources, and assistance for laity and clergy in relation to the congregations they serve (priority #3). The Director promotes access to a large spectrum of Christian resources for local church programming through the Presbytery's Resource Center. The Director is open to suggestions for resources from all of the Presbytery's Ministry Teams and staff.

ACCOUNTABILITY: This position is supervised and appraised by the General Presbyter with input from the Moderator of the Resource Center Team. The Resource Center Director is a part-time position of 20 hours a week and has a flexi-place option.

DUTIES AND RESPONSIBILITIES:

1. Maintains and updates the print and non-print resources in the Resource Center, in consultation with the Resource Center Team and the General Presbyter.
2. Maintains and updates the electronic catalogue.
3. Manages the checking in system and follows up on overdue resources.
4. Informs churches in the Presbytery about new and current resources.
5. Advises on Vacation Bible School materials.
6. Serves as the primary staff for the Resource Center Team and the staff liaison with the Christian Education Team and Resourcing Ministry Team.
7. Makes recommendations to the Resource Center Team concerning the budget and directs the financial management of the Center.
8. Manages the sale of Books of Order, Books of Confession, and Presbyterian Calendars. Recommends the use of the profit to the Resource Center Team.
9. Provides display table of resources for Presbytery meetings and other events as authorized by the Resource Center Team.
10. Coordinates Educator luncheons six times per year.
11. Available for consultation about resources with regard to a topic, age group, Sunday school or intergenerational event.
12. Other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Bachelor's Degree (or extensive experience in Christian Education), Christian Education certification preferred
- Passion for making disciples of Jesus Christ
- Knowledge of the structure of the PC(USA) congregations
- Initiative and resourcefulness
- Excellent interpersonal skills