

## **JOB DESCRIPTION - LIBRARIAN**

**JOB/TASK:** *Librarian*

**NUMBER OF PERSONS NEEDED:** 1

**TIME COMMITMENT/FREQUENCY:** *2 days/month*

**SUPERVISOR /CONTACT:** *Director of Christian Education*

**MINISTRY GROUP RESPONSIBLE:** *Christian Education*

**REFERENCES:** (people who have done this job and would be willing to answer questions about it): *Muriel Rogers, John Pearman*

The Librarian is responsible for maintaining the church library located on the first floor of Heritage Hall as well as the children's library downstairs.

Process new books

Reshelve returned books

Display books to reflect seasons or topics of interest

Order books as needed or requested

(Detailed instructions are available in the Volunteer Ministry Notebook)