

Job Description for Interim Resource Center Director

The interim director will fulfill these duties and responsibilities from the position description for the full-time Resource Center Director:

1. Maintain and update the print and non-print resources in the Resource Center, in consultation with the Resource Center Committee. (1)
2. Maintain and update the electronic catalogue. (2)
3. Manage the checking-in and loans of the resources, including following up on overdue resources, and greeting patrons in a friendly and welcoming manner. (3)
4. Make recommendations to the Resource Center Committee concerning the budget, operate the Resource Center within the boundaries of the budget, and direct the financial management of the Center. (4)
5. Serve as the primary staff person for the Resource Center Committee. (6)
6. Promote and manage the sale of Books of Order, Books of Confession, and Presbyterian Calendars, and recommend the use of the profit to the Resource Center Committee. (7)
7. Provide display table of resources for presbytery meetings, Equipping the Saints, and other events as authorized by the Resource Center Committee. (9)

The interim director will work in the Resource Center for 15 hours per week.