**Scope of Position:** The Librarian is responsible for leading and organizing our library space on-site in an effort to increase the literacy level of our students and families.

**This ministry position helps break the cycle of poverty on the Near Eastside of Indianapolis**

by engaging and empowering the community to cultivate healthy children, strong families, and vibrant neighborhoods through a Christ-centered approach that meets the spiritual, physical, emotional, and academic needs of our neighbors.

**Reports To:** Shepherd Academy Principal

**Position Hours:**

[ ]  Monday-Friday, 7:45 AM-3:45 PM [x]  Variable [ ]  Some weekends

[ ]  Monday-Thursday, Friday AM [ ]  Saturday AM [ ]  Some evenings

**Ministry Area:**

[ ]  100 - Executive [ ]  600 - Engagement (Church, Volunteer)

[ ]  200 - Development [ ]  700 - Operations

[x]  300 - Academy [ ]  800 - Fellowships/Internships

[ ]  400 - Student Ministries [ ]  900 - Seasonal

[ ]  500 - Family Ministries [ ]  1000 – Other:

**Employment Status:** [ ]  Regular [ ]  Temporary [ ]  Full-time [x]  Part-time [ ]  Other

**FLSA Status:** [ ]  Exempt [x]  Nonexempt

**Exemption Category:** [ ] Executive [ ] Administrative [ ] Ministerial [ ] Professional [ ] Creative [x] NA

**Essential Duties and Responsibilities:**

* Ensures effective implementation of new library setup and system
* Implement technology and shared system in our library space
* Creates a welcoming and effective space
* Maintains parental contact and acts as a liaison between student, family, and school
* Collaborates with administration, teachers, Title I, and all other staff, and helps others to learn the library system
* Attends professional development and other teacher meetings throughout the year, when available
* Engages volunteers in the operation of the library

**Supervisory Responsibilities:**

Does this position have supervisory responsibility? [ ]  Yes [x]  No

**Education and/or Experience**

* College degree
* 3-5 years of previous experience working with urban/inner-city children (specifically students with reading difficulties)
* Library experience preferred

**Other Skills, Abilities**

* Strong leadership and strategic planning skills
* Sound judgment and decision-making skills
* Ability to set priorities, plan, organize, and coordinate multiple work activities
* Patience working with children

**Additional Requirements**

* National Background Check (conducted by Shepherd)
* Drug test conducted either prior to or as part of employment
* Personal commitment to Shepherd’s Statement of Faith, mission and values.
* Reflects Biblical principles in working relationships with other SCI staff, individual volunteers, churches and community.
* Adherence to Shepherd Community Employee Handbook.
* Engages, helps train and mentors volunteers in service to the ministry whenever possible.
* Performs other duties and responsibilities as requested.

**Shepherd Community Inc. Employment**

Employment with Shepherd Community, Inc. (“SCI”) is entered into voluntarily, and the employee is free to resign at will at any time. Similarly, SCI may terminate the employment relationship at will at any time, with or without cause, with or without notice. No exception to the employment at will relationship will be valid unless agreed to in writing and signed by the Executive Director.

**Equal Employment Opportunity**

SCI is committed to equal employment opportunity for all qualified persons, without regard to race, color, ancestry, national origin, sex, disability, veteran’s status, age, or any other classification protected by law. To deny a qualified person the chance to contribute to the ministries of SCI because he or she is a member of a minority group is unfair to everyone and is inconsistent with Scriptural principles. This applies to all employment practices, including hiring, promotions, training, disciplinary action, termination and benefits.

I have received a copy of this job description and understand the requirements of the position and what is expected of me.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature

c: Employee Personnel File