

HURON PERTH PRESBYTERY CHRISTIAN RESOURCE CENTRE

JOB DESCRIPTION OF DIRECTOR

The purpose of Christian Resource Centre is to be accessible as an Outreach Centre responding to the needs of the Christian Community with resources for their faith journey through the various medias and working in a storefront facility to serve people of all faiths in a caring and sharing way.

The Christian Resource Centre (CRC) is open 9:30 to 4:00 Monday to Friday (closed 12:00 to 1:00 for lunch). Closed all stat. holidays and several other weeks during the year, as well as July and August. There will be additional hours spent during occasional evenings and weekends.

A. Lending Library:

1. Care and maintenance of resources and equipment.
2. Keep a record of library inventory.
3. Keep an up-to-date record of loaned and returned resources.
4. Awareness of new/upcoming resources from which to choose and purchase using donated funds.

B. Sales:

1. Awareness of new/upcoming resources and make purchases for shelves within United Church Resource Distribution (UCRD) Agreement.
2. Knowledge of the best accounting practices available.
3. Maintain a set of financial records to be reviewed at years' end; as well as making accounts payable payments.
4. Keep a record of orders and back-orders.

C. Maintenance:

1. Must see that tasks are done for general appearance and cleanliness of the Resource Centre.
2. Snow removal in winter from front sidewalk.
3. Care of front window cleaning and display.
4. Co-ordinate with the landlord any building maintenance issues regarding upkeep.

D. Public Relations:

1. Be willing to listen and support ideas and concerns brought to you by the customer.
2. Knowledge and support of ethos of United Church of Canada.

E. Volunteers:

1. Secure individuals to volunteer for a reasonable amount of time that fits their schedule and that of the Resource Centre. Remember books are heavy.
2. Train volunteers in awareness of their responsibilities and as much as possible include resource updates and Board policies.
3. Responsible for the Resource Centre being open the required days whether volunteers are available or not.

F. Presbytery:

1. Provide a book display for every regularly scheduled meeting.
2. Report for the Board to the divisions of Communications of Presbytery.
3. Each scheduled Presbytery meeting has a five-minute allotted time and you will be responsible for a presentation.

G. Conference:

1. Network with other Resource Centre Directors within London Conference. There are five directors and they try to meet twice a year.
2. When conference is hosted by Huron-Perth Presbytery will be required to co-ordinate the display with the Local Arrangements Committee and/or the Planning Committee of Conference.
3. Other Conference Events: to decide the involvement of the CRC in Book Displays for Conference Events, such as workshops, Westminster Weekend, Summer Event, etc.

H. Resource Centre Board:

1. Present an accurate financial account to the Board.
2. Record the minutes of each Board meeting as a non-voting member.

I. National:

1. To comply with requirements of the UCRD Agreement.
2. To attend meetings of other Resource Directors from across Canada when deemed necessary.

J. United Church Women (UCW):

1. To coordinate book displays for Presbytery UCW Events with the Literature Committee of the Huron-Perth UCW Presbyterial.
2. When Huron-Perth Presbyterial hosts the Annual UCW Conference Event in Huron-Perth, co-ordinate the book display
3. Local UCW groups may request you come to do a presentation or speak on behalf of the CRC.