



*Retell the Gospel.
Reimagine the Church and City.
Repair what is Broken.*

All positions at Second Presbyterian Church are created to minister to these needs in our city, our country and our world or to support other staff and our congregation to that end.

JOB TITLE: Library Manager

DEPARTMENT: Administration

REPORTS TO: Operations Director

EFFECTIVE DATE: June 1, 2025

POSITION DESCRIPTION

The part-time Library Manager oversees the Growing Place Library by bearing witness to the true gospel of salvation through Bible-centered reading materials and other gospel-focused resources. Providing a place for spiritual growth and development of church members and visitors alike

The primary objective is to offer sound theological resources, predominantly of the reformed faith, which supplement the teaching at Second Presbyterian Church and which facilitates spiritual growth, development and community.

ROLES AND RESPONSIBILITIES

Administration:

- Oversee the daily functions of the church library: circulation, inventory, adding new materials and re-shelving, repairing and replacing materials
- Greet and assist patrons
- Manage staff and volunteers – schedules and responsibilities
- Manage the library budget
- Maintain the library website and computer system
- Order and add new books that fit the vision and mission of the church

Program Logistics:

- Coordinate book readings, clubs, studies as needed to benefit the congregation
- Coordinate Camp Narnia
- Develop and organize new programs to stimulate interest in reading and spiritual development
- Host monthly Storytimes with PDO classes

Marketing and Promotion:

- Maintain all library displays and seasonal decorations
- Highlight and create interest in new and timely resources
- Cultivate and utilize relationships within the church to spread the word about new and quality materials available
- Continue to develop new and creative way to market the library and its resources

ORGANIZATIONAL RELATIONSHIPS

- Reports directly to Operations Director
- Manages one part-time staff and all volunteers
- Works closely with: Bookmark Bookstore, Pastors, Department Heads, Communications, Parents Day Out, Congregation and Library Patrons

QUALIFICATIONS

- Love of books and reading
- Desire to serve the church and guests
- Library software knowledge, basic computer skills
- Social Media skills

EXPERIENCE

- Working with staff and volunteers

EDUCATION

- BM or BS college degree

HOW TO APPLY

Interested candidates should submit a resume, via email to Luanne Hearn, HR at luanne.hearn@2pc.org or to Dee Walker, Operations, at dee.walker@2pc.org

Interested applicants may stop by the church located at 4055 Poplar Avenue during library hours (Monday–Wednesday–Friday, 10am–2pm) to learn more.