



Approved: 1 November 2025 IRS Worker Classification: Employee FLSA Classification: Non-exempt WSFC Ministerial Licensure: N/A	WSFC Employment Category: Regular, Part-Time – 10 hours/week WSFC Staff Category: Support Staff WSFC Hiring Approval Level: Church Administrator
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SUMMARY

The Library Coordinator serves West Shore Free Church (WSFC) by providing quality library services that foster a welcoming environment for learning and engagement. General duties include: recruiting, training and supervising library volunteers, assisting with special library events, inventorying library materials and developing new resources to enhance the library's effectiveness and value.

QUALIFICATIONS

Ministry Specific

- Passion for library ministry
- Comprehensive computer aptitude and comfort in expanding those skills to gain proficiency in multiple library specific software functions
- Organized, detail-oriented and able to manage multiple, concurrent projects
- Self-starter who takes initiative and works well with minimal supervision
- Emphasizes thoroughness and effective outcomes
- Ability to work effectively and graciously under pressure
- Enjoys collaboration and being part of a team
- Values direct and open communication
- Works well in a healthy, high-performing environment
- Manifests good character, wisdom, discerning judgment
- Understands and demonstrates the integration of faith with work
- Skilled in oral and written communication
- Proficient in Microsoft Office and personal computer skills (including data entry and ability to learn and use church database software, online files and documents)
- Formal education, training and/or leadership experience in Christian education, ministry and/or library science preferred

Team

Considering the critical role each employee plays in advancing the mission that God has given us at WSFC, each employee shall:

- Express a credible and growing personal faith in Jesus Christ.
- Affirm WSFC's Statement of Faith, Constitution & Bylaws, and Mission, as well as abide by church positions and policies.
- Demonstrate a strong commitment to the corporate life of our church.
- Become a member of WSFC within one year of employment.



RESPONSIBILITIES

- Knowledge and application of circulation, acquisitions, basic reference services, cataloging, processing and the various system functions of the library.
- Research and develop online library access to audio and eBooks.
- Cultivate and maintain an environment in the library that is inviting, comfortable, professional and where our church body feels well served.
- Recruit, train and supervise volunteers.
- Promote library resources to church body.
- Write and maintain library policy and procedure manuals.
- Coordinate special library events such as book signings, book fairs and reading programs.
- Maintain excellent working relationships with all library volunteers, ministry areas, staff, directors and pastors.
- Fulfill additional responsibilities as assigned.

REPORTING RELATIONSHIPS

The Library Coordinator serves under the general authority of the WSFC Elder Board and reports to the Campus Operations Director. The position also works collaboratively with staff and volunteers to meet WSFC goals.

WORKING ENVIRONMENT

Limited physical activity. This includes occasional movement of equipment over short distances about 10% of the time. Primarily works in an office environment. Workdays and work hours will occasionally vary to meet ministry needs.