



Librarian

This position description is intended to describe the general nature and level of work being performed by people in this category. It is not intended to be an exhaustive list of all responsibilities, duties and skills required of people in these positions.

Work Team:	Program
Reports To:	Program Lead, Program Manager
Position Classification:	Long-term Volunteer (part-time)
Length of Service:	1+ year commitment

POSTION SUMMARY

The Holden Village Librarian is responsible for maintaining the Library's physical collection, managing Holden Village's Audio Archive, creating a welcoming environment in the Library, and further developing the Library's role in supporting Holden Village's mission, vision, and values. The Librarian must be organized and friendly, able to track inventory, process additions to the collection, and facilitate programs.

MAJOR FUNCTIONS (principal duties and responsibilities; such as categories supported, staff size, volume managed, etc)

Specific responsibilities include but are not limited to the following:

- Maintains the Holden Library's physical collection, including shelving returns, processing acquisitions, updating the catalogue, making repairs, and renewing subscriptions.
- Facilitates access to the audio archive by providing information and supporting requests for audio files.
- Cleans and organizes the Library including tidying sitting areas, cleaning the children's section, removing trash, and managing games & puzzles.
- Maintains book wishlists, makes budgeted purchases, and handles Library donations in coordination with Development.

- Creates and regularly updates displays that highlight diverse aspects of Holden's collection and promote learning and literacy.
- Welcomes and interacts with guests, provides information, and manages guests' computer access.
- Builds partnerships with regional libraries to broaden the resources available to the Holden community.
- Designs innovative and creative programs that center Holden Village's mission, vision, and values.
- Attends weekly Program team meetings.
- Updates Library HoldenStack and Z:Drive files
- Assists in other aspects of the Program team's work and other departments at the discretion of the Program Lead.
- Other duties as assigned.

KNOWLEDGE AND SKILLS REQUIREMENTS (position specifications; such as knowledge/education, skills, problem solving/decision making, risk/bottom line results, management responsibility – people and functions)

Specific knowledge and skills include but are not limited to the following:

- Knowledgeable of the Dewey Decimal system of library organization.
- Ability to process materials, including adding acquisitions to the catalog, categorizing works, applying protective covers, performing repairs, and organizing shelves.
- Ability to interact positively and hospitably with people of all ages and backgrounds.
- Ability to develop, organize, and facilitate innovative Library programs.
- Demonstrated ability to prioritize, adapt, and be flexible in a dynamic work environment
- Sound judgement, creativity, problem solving, flexibility, and decision-making abilities.
- Ability to see the "big picture" and be proactive.

COMMUNITY EXPECTATIONS (particular knowledge/skills related to client and/or agency needs)

- Has enthusiasm for, and ability to work in, a remote wilderness setting.
- Is willing to participate in a mutual review after 6-months.
- Commits to work in ways that support and fulfill Holden Village's Mission, Vision, and Values and commits to the terms of the Community of Practice Agreement.
- Extends genuine hospitality to all Villagers and guests.
- Upholds and works to further Holden Village values of diversity, equality, respect, sustainability, and spirituality as articulated in the Strategic Plan.
- Acts as a community leader and role model by serving the village in roles such as First Response Team, Fire Brigade, Worship, and other program events and activities.
- Helps new staff and volunteers integrate into the community.
- Abides by Holden Village's Community Health Protocols and Practices.
- Commits to staying up-to date on all required vaccinations.

COMPENSATION & BENEFITS

As a Long-Term Volunteer, you are eligible for the following compensation and benefits:*

- \$550/month stipend
- Food (three meals/day)
- Housing & utilities
- Free parking at Fields Point
- Health insurance (medical, dental and vision)
- Basic life insurance
- Life Flight membership (emergency helicopter transportation based on medical need)
- Simple IRA account
- 37 "out" days per year
- 14 one-way boat tickets per year
- 21 friends & family days and 21 half-price friends & family days per year
- Access to amazing hiking opportunities, community events, teaching sessions, art studios and other educational opportunities!

*Benefits only apply to those working full-time positions. Part-time positions must be paired with another part-time position to be eligible for these benefits.