



Library Technician/Community Hub Co-ordinator

Position Description

The Position

POSITION	College Library Technician/Community Hub Co-ordinator
CLASSIFICATION	PVCC Enterprise Agreement 2017 - 2019
APPOINTMENT	Full-time/ongoing
LOCATION	Plenty Valley Christian College, Doreen
REPORTS TO	Deputy Principal

About the business

Plenty Valley Christian College (PVCC) is an Early Years to Year 12, Co-educational Christian College of approximately 800 students. We are one College with four sub-schools, Kinder, Primary Years, Middle Years and Senior Years.

The College is set in a magnificent rural area with spectacular views to the ranges. Plenty Valley is committed to developing high quality effective Christian education and is an active member of a national network of Christian schools in Australia known as Christian Education National. We are committed to the establishment of a close partnership with parents in the education of their children.

Our aim is to offer quality education with a fully integrated Christian worldview, develop a strong sense of community amongst the students, parents and staff with every staff member playing a role in the pastoral care of the students. We use the respected Arrowsmith Program.

Employees

We are looking for an experienced and self-motivated staff member to coordinate the College Library/Community Hub. As the College Library Technician/Community Hub Co-ordinator, you will perform a range of duties such as coordinating our community space, cataloguing library resources, maintaining library records and managing budgets.



Expectations include:

- A clear sense of calling and desire to work with and teach students within a Christian school.
- A commitment to a relationship of faith and obedience to God that is lived out in both personal and communal aspects of life. This would be evidenced by a clear understanding and acceptance of the deity and redemptive work of Christ for them personally, commitment to private and corporate worship, prayer and Bible study and regular involvement with a Christian church community or fellowship group.
- The ability to model the values and character qualities of biblical Christianity in their personal life and within the College community as part of their professional duties.
- A demonstration of high standards of personal presentation, preparation, communication with other staff and parents, and respect for the ethos and protocols of the College.
- Outstanding interpersonal skills, as a great part of your job will involve interacting with the College community including parents, students, and staff.
- The ideal candidate will also possess in-depth knowledge of library database systems, as well as excellent communication and organizational skills.
- A strong commitment to developing and maintaining a Child Safe culture within the College.

Responsibilities:

- Maintain the circulation system by keeping records of borrowing, returns and overdue materials
- Collect and catalogue library resources including books, eBooks, films, and publications.
- Assist users to locate reference and leisure reading materials
- Maintain library records
- Oversee the check-out process for books and other resource materials.
- Perform regular audits of the information and inventory on file
- Manage budgeting and planning
- Coordinate the use of the College Community Hub/Library
- Coordinate and host events such as book sales, author signings, reading events, parent information nights, and other College community events
- Clarify the use of College Community Hub/Library amenities through assisting in the development of appropriate policies
- Make sure the College Community Hub meets the needs of groups who use it
- Provide technical support to staff in relation to the library services and systems

Requirements:

- Exemplary Christian practice including regular attendance with a Christian church community and desire to be a supportive member of College spiritual life
- Relevant qualification and/or experience in library information management, information technology or similar
- Ability to adapt to the changing Library environment
- Experience and knowledge of Library practices and procedures



- Excellent IT skills and knowledge of library databases
- Excellent oral and written communication skills
- Demonstrated collaboration with other staff members including IT, administration and teaching staff
- Love of literature
- Ability to promote library to staff and students
- Strong sense of service
- Outstanding organizational and interpersonal communication skills

For further details and application information, please go to PVCC website:

<https://www.pvcc.vic.edu.au/employment-opportunities>

Enquiries: Lisa.bootlis@pvcc.vic.edu.au or 03 9717 7400

The terms, conditions and other obligations of your employment are covered under the Plenty Valley Christian College Enterprise Agreement 2017 - 2019.