



*Lake Mead Christian Ministries exist to make disciples of Jesus Christ through education and community.*

## **Lake Mead Christian Ministries (LMCM) Minister - Elementary Librarian**

**Job Type: Part Time (Monday-Friday / 7:30 AM-1:00 PM)**

**Department: Academy**

**Reports to: Director of Elementary**

**Compensation: \$15.00-\$18.00 hourly** (based on experience and education)

**Job Summary:** The Elementary Librarian instructs students in selecting and using research materials and technology; plans, organizes, coordinates, oversees, and provides library services; purchases and catalogs books for library collection; processes and circulates library books, materials, and equipment; processes and shelves library materials; assists students, teachers, and staff in the selection of library materials and equipment; assures that students and teachers have access to library materials for classes, assignments, and recreational reading; provides introduction to the library and the technology within.

### **Required Spiritual Qualities**

- Acknowledges Christ as Savior and lives life as His devoted disciple.
- Supports the LMCM Mission by making disciples of Jesus Christ through community.
- Demonstrates spiritual flourishing through personal disciplines of prayer, Bible study, and outreach to others.
- Believes the Bible to be the inspired, authoritative Word of God.
- Agrees with and actively supports the LMCM Statement of Faith.
- Shows evidence of the fruit of the Holy Spirit in interactions with people.
- Has a Christ-centered home.
- Attends and actively participates in an evangelical church.

### **Essential Job Functions:**

- Is familiar with AR/Star Reading and how to read results
- Helps students select books w/in their AR/Star Reading level
- Assists teachers with ideas for classroom books
- Catalogs all books as they are checked out and in using our online system
- Organizes and alphabetizes all books
- Has the ability to read or research each book to ensure that it is appropriate for the each grade level and the school as a whole (content, language, etc)
- Plans and manages the Fall & Spring Scholastic Book Fair on campus. (This includes managing approved volunteers, vetting all books sold, event planning, setup, and tear down.)
- **Other duties as supervisor deems necessary.**

**Benefits:**

- Working in Christian Ministry
- Christian Healthcare Ministries (CHM.org) health care membership; at employee's cost
- Life Insurance up to \$150,000; at employee's cost
- Vision Group Policy; at employee's cost
- Dental Group Policy; at employee's cost
- Ministry Scholarship for LMCA and Lil' Eagles tuition; Reductions - Minimum of 20 hours of employment weekly, 20% scholarship, additional years 5% until max of 30%