

Gardens of Golden Gate Park

Conservatory of Flowers
Japanese Tea Garden
San Francisco Botanical Garden

Position Title: On-Call Librarian
Full or Part Time: Part Time
Regular or Temporary: Regular
Exempt or Non-exempt: Non-Exempt
Salary: \$24-\$25 per hour

Gardens of Golden Gate Park is an equal opportunity employer and encourages candidates with diverse backgrounds and experiences to apply.

ABOUT THE GARDENS OF GOLDEN GATE PARK

The mission of the Gardens of Golden Gate Park is to connect people to plants, the planet, and each other.

Gardens of Golden Gate Park is a public/private partnership between the San Francisco Recreation & Park Department and the San Francisco Botanical Garden Society (a nonprofit 501c3 organization doing business as the “Gardens of Golden Gate Park” or “GGGP”) to jointly operate the Conservatory of Flowers, Japanese Tea Garden, and San Francisco Botanical Garden. A Lease & Management Agreement, approved by both the Recreation & Park Commission and the Board of Supervisors, sets the terms of the partnership. The agreement is a cooperative management agreement that outlines the roles and responsibilities for each partner.

Key areas of responsibility for the nonprofit organization include volunteer engagement, education, visitor experience, philanthropy, membership, marketing, and other functions. RPD has primary responsibility for horticulture and facility management and maintenance, master planning and capital improvements conducted in collaboration with the nonprofit organization, as well as other functions. Together, RPD and the nonprofit organization collaborate on collections management within the Gardens.

The Conservatory of Flowers is a national, state, and local landmark and a place of exceptional beauty. Built in 1879, the Conservatory was the first formal structure erected in Golden Gate Park and remains an internationally renowned icon, displaying and cultivating unusual plants to heighten awareness of the pressing need to preserve threatened rainforest environments.

The Japanese Tea Garden is the oldest operating public Japanese garden in North America. This garden provides visitors from around the world with an opportunity to experience the natural beauty, tranquility, and harmony of a Japanese-style garden and was originally created as an exhibit for the 1894 California Midwinter International Exposition.

San Francisco Botanical Garden at Strybing Arboretum opened in 1940 and is a 55-acre living museum within Golden Gate Park, showcasing 8,000 different kinds of plants from around the world. San Francisco's oceanic climate with cool dry summers, mild wet winters, and presence of fog allows the Garden to grow a diverse array of species from around the world.

POSITION SUMMARY

The On-Call Librarian supports the Library Director and Children's Librarian in managing the Library and serving the general public of all ages and skill levels. The On-Call Librarian assumes responsibility of running the library when the Library Director and/or Children's Librarian take vacation time, sick time, or otherwise need library coverage.

Established in 1972, the Helen Crocker Russell Library of Horticulture is northern California's most comprehensive horticultural library and one of the major horticultural-botanical libraries in the western United States. The collection covers all aspects of horticulture, including gardening, garden design, botanical art, ethnobotany and pest management with an emphasis on plants grown in Mediterranean and other mild-temperate climates. The Library also features adult and children's programs, and botanical art exhibitions.

Primary responsibilities of the role will be:

ESSENTIAL FUNCTIONS

- Assume responsibility for managing library on an intermittent, on-call basis
- Provide reference assistance to public, members, volunteers and staff
- Supervise volunteer assistants
- Assist with managing book sales, art previews, benefits and other special events as needed
- Learn, document, and assist in management of online catalog and other electronic resources
- Assist with development and management of library collections and systems
- Additional duties, as needed

QUALIFICATIONS

- MLS degree from an ALA-accredited institution or equivalent experience by start date
- Experience with technical services procedures using Windows-based systems, databases and resources
- Some familiarity with horticultural/botanical subject area is a plus

- Ability to interact with the public and volunteers
- Strong organizational, problem-solving skills and attention to detail
- Ability to train and supervise volunteer staff, and delegate and coordinate their work
- Excellent reference, public service, and communication skills
- Physical demands can include loading, lifting and carrying boxes of books, moving furniture for library events and regular moving of books and periodicals in routine management of library collections

- Ability to commit to working a minimum of 15 (fifteen) days per year
- Schedule is on-call and intermittent; includes weekends

For additional information and to apply: Email your cover letter and resume as one pdf attachment to jobs@sfbg.org with "On-Call Librarian" in the subject line.