



Montgomery County-Norristown Public Library
District Library Center serving Montgomery County, Pennsylvania
1001 Powell Street, Norristown, PA 19401
Telephone: (610) 278-5100 • Website: mnl.mclinc.org

Preschool Outreach Librarian (Full-time)

Montgomery County-Norristown Public Library is searching for a full-time Preschool Outreach Coordinator. As a direct report to the Department Head, the Preschool Outreach Coordinator will lead the activities of the preschool outreach bookmobile (Books Go Round, “BGR”). This position is responsible for providing library outreach services to 3-5 year old children in Head Start, Pre-K, preschool, and daycare facilities throughout Montgomery County. The Coordinator will establish and maintain positive working relationships with facility teachers and staff, schedule the BGR for regular visits, and communicate schedules, policies, and procedures to all stakeholders. Additional duties include: developing and maintaining the BGR collection, designing and delivering outreach programs, providing readers’ advisory to children and teachers, and driving and operating bookmobiles and cargo vans on scheduled routes.

The mission focus is to deliver early emergent literacy programming, circulate library books to classrooms, and provide first public library experiences for preschool-age children. When classrooms are out of session, we retask the team to provide off-site preschool library outreach in our communities. We measure success by demonstrating high engagement and persistent relationships with this special service population, their teachers, and their communities.

Benefits we provide:

- Starting salary of \$25.64 per/hour
- Work schedule: 37 hours per week
- Generous paid time off
- Low-cost group health and dental insurance
- Life and Accident Insurance
- Retirement Plan
- Flexible Spending Account
- Employee Assistance Program

About Us:

Our mission at Montgomery County-Norristown Public Library (MC-NPL) is to be a gateway to lifelong learning by providing convenient access to resources that inform, educate, entertain, and enrich people’s lives. MC-NPL has been fulfilling our mission for over 225 years. In addition to library services, we also serve as the district center that provides consultation, support, and delivers items to all 34 libraries throughout Montgomery County, Pennsylvania. In 2024, our main Library, bookmobile services, and four branches circulated over 971,812 items. MC-NPL is committed to serving our communities by providing them with sources of information, entertainment, and knowledge within our libraries and outside of our library walls.

Qualifications for Employment:

- Master’s degree in library science from an ALA-accredited program or eligible to be accredited as a public librarian by the Commonwealth of PA.
- Spanish language fluency preferred.
- Must have a working knowledge of children’s fiction and non-fiction books.
- Experience working with the 3-5 year old service population, including leading story times and literacy activities.
- Excellent spoken and written communication skills.
- Good organizational ability.
- Ability to deal effectively and pleasantly with the public.
- Excellent computer literacy.
- Proficiency with computers and Microsoft Office applications.
- Valid PA driver’s license with a clean driving record and the ability to substitute at the library’s other locations

Potential employment is contingent upon the submission of the results of the following background checks: PA State Police Criminal History, PA Child Abuse History Clearance, and FBI Criminal Background Check. Completion of PA State Mandated Reporter Training within 30 days of hire is also required.

Qualified candidates, please email a cover letter, a resume, and a completed employment application to the Human Resources Department at mnlhr@mclinc.org. The employment application can be found at www.mcnp.org.
Montgomery County-Norristown Public Library is an equal opportunity employer.