



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

Youth Services Coordinator

The Conshohocken Free Library, a branch of Montgomery County-Norristown Public Library, is in search of a full-time Youth Services Coordinator. The Youth Services Coordinator is responsible for providing outstanding public library service to patrons. It supports activities at the Library by coordinating and presenting story times and other programming activities to infants, toddlers, preschoolers, and school-age children in coordination with the branch manager. This position also staffs the circulation desk, performs clerical tasks, and assists the main library, bookmobiles, and branches, as needed. The ideal candidate must be self-motivated and have a positive attitude towards customer service. They must also possess personal integrity, a strong work ethic, and the ability to work individually or on a team.

Benefits we provide:

- Starting salary of \$21.38 per/hour
- Work Schedule: 37 hours per week
- Generous paid time off
- Low-cost group health and dental insurance
- No cost Life and Accidental Death & Dismemberment Insurance
- Retirement Plan (403B)
- Credit Union
- 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 this mission for 230 years. In addition to library services, we serve as the district center that provides consultation, support, and delivery to all 34 libraries throughout Montgomery County, Pennsylvania. In 2023, our main Library, bookmobile services, and four branches circulated over 682,902 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

- Must have a bachelor's degree from a four-year institution of higher education or possess at least 10-15 years of previous work experience.
- Must have 3-5 years of experience working with children in a library or school setting.
- Must have excellent spoken and written communication skills.
- Must have good organizational ability.
- Must possess the ability to deal effectively and pleasantly with the public.
- Must possess excellent computer literacy and a working knowledge of Microsoft Office applications.
- Must possess a familiarity with library automation systems.

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.mnl.mclinc.org. **Montgomery County-Norristown Public Library is an equal opportunity employer.**