



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

Library Page (Part Time, Seasonal)

Royersford Free Public Library is seeking a temporary part-time Library Page to assist with the busy summer months. This position's primary responsibility is to assist the Youth Services Coordinator with summer programs. This position will also support other activities of the library such as, shelving items, assuring shelved items are in the correct order, assists in stack maintenance projects, provide clerk or activity support to other staff, and finding items to fill patron hold requests and assists patrons in finding items in stacks. The ideal candidate must be self-motivated and have a positive attitude towards customer service, possess personal integrity, a strong work ethic, and ability to work individually or on a team. Weekly schedule may include weekday, evening, and weekend shifts.

Benefits we provide:

- Starting salary of \$15.00 per/hour
- Work Schedule: 120 hours during a 10-week period
- 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 our mission for over 225 years. In addition to library services, we also serve as the district center that provides consultation, support and deliver items to all 34 libraries throughout Montgomery County Pennsylvania. In 2022 our main Library, bookmobile services, and four branches circulated over 586,492 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:

- At least 16 years of age.
- Previous work experience of 0–4 years.
- Good organizational ability.
- Good reading and filing skills.
- Ability to perform essential functions of the position with minimal supervision.
- Exceptional customer service skills and professionalism.
- Proficiency with technology.
- Reliable transportation to the primary work site.

Potential employment is contingent upon the submission to employer 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 from hire is also required.

Qualified candidates please email a cover letter, resume, and completed employment application to Addy Brady, Branch Manager at abrady@mclinc.org. The complete job description and employment application can be found at <http://mnl.mclinc.org/employment>. Montgomery County-Norristown Public Library is an equal opportunity employer.