



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 Teen Services Lead (Full-time)

Montgomery County-Norristown Public Library is searching for a full-time Teen Services Lead Staff. This position is responsible for providing outstanding public library service to patrons, developing and implementing programming for teens, assisting with adult programming, assisting with the maintenance of the teen collection, performing clerical tasks, coordinating projects and volunteers, and staffing the public service desk. The ideal person for this position must be self-motivated, have a positive attitude toward customer service, possess personal integrity, have a strong work ethic, is able to effectively communicate with diverse populations, and can work individually or on a team.

This position primarily serves 11 – 18 year-old patrons, their families, caregivers, and educators. The mission is to provide public library services in the library building and off-site at community events, schools, and other locations to a diverse population. Success is measured by demonstrating high engagement and persistent relationships with this service population.

Benefits we provide:

- Starting wage of \$19.42 per/hour
- Work schedule: 37 hours per week (full-time)
- Generous paid time off
- Low-cost group health and dental insurance
- Group Life and Accidental Insurance
- 403B Retirement Plan
- Flexible Spending Account
- Employee Assistance Program
- Voluntary LTD, STD, etc..

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:

- Must have completed at least one academic year of post-secondary school education, or possess at least 5-7 years of previous experience.
- Complete Spanish language fluency is preferred.
- Must have a working knowledge of young adult fiction and non-fiction books.
- Demonstrated ability to develop and lead activities for the 11-18 year old service population.
- Experience providing STEM and/or STEAM education is desired.
- Excellent spoken and written communication skills.
- Good organizational ability.
- Ability to deal effectively and pleasantly with the public.
- Excellent computer literacy.
- Working knowledge of Microsoft Office applications is preferred.
- Must have reliable transportation 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 complete an employment application at <https://mcnpl.org/employment/>. *Montgomery County-Norristown Public Library is an equal opportunity employer.*