



Montgomery County-Norristown Public Library

District Library Center serving Montgomery County, Pennsylvania

1700 Markley Street, Suite 116, Norristown, PA 19401
Telephone: (610) 278-5100 • Website: mnl.mclinc.org

Preschool Outreach Coordinator (Full-time)

Montgomery County-Norristown Public Library is searching for a full-time Preschool Outreach Coordinator. Reporting directly to the Department Head, the Preschool Outreach Coordinator manages and leads the activities of the preschool outreach bookmobile program, BGR (“Books Go Round”). The primary mission of this position is to support early emergent literacy by delivering programming, circulating library materials to classrooms, and creating meaningful first public library experiences for preschool-aged children. Success in this role is measured by strong engagement and sustained relationships with young learners, educators, and the communities served.

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 230 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 knowChildren'sledge within our libraries and outside of our library walls.

Job Duties:

- Deliver library outreach services to children ages 3–5 in Head Start, Pre-K, preschool, and daycare facilities throughout the county.
- Build and maintain positive working relationships with teachers and staff at partner facilities, schedule regular BGR visits, and communicate program schedules, policies, and procedures with all stakeholders.
- Develop and maintain the BGR collection, planning and presenting engaging outreach programs, providing reader’s advisory services to children and educators, and safely driving and operating bookmobiles and cargo vans along scheduled routes.
- During periods when classrooms are not in session, the program expands outreach efforts by providing preschool-focused library services throughout the community.

Qualifications for Employment:

- Librarian I: Master’s degree in library science from an ALA-accredited program or Support Staff IV: Bachelor’s degree from a college or university or 10-15 years of relevant experience.
- 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, computer literacy, organizational ability, and the ability to deal effectively and pleasantly with the public.
- Valid PA driver’s license with a clean driving record and the ability to substitute at the library’s other locations.

Benefits we provide:

- Starting salary for Support Staff IV: \$21.38 per/hr
- Starting salary for Librarian I: \$25.64 per/hr
- Work schedule: 37 hours per week
- Generous paid time off
- Low-cost group health and dental insurance
- No cost Life and Accident Insurance
- 403B Retirement Plan
- Flexible Spending Account (FSA)
- Employee Assistance Program (EAP)

Potential employment is contingent upon the submission of the results of background checks (PA State Police Criminal History, PA Child Abuse History Clearance, and FBI Criminal Background Check), driving record, and a physical examination. 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.mcnpl.org.
Montgomery County-Norristown Public Library is an equal opportunity employer.

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