

Montgomery County - Norristown Public Library
Job Description

Title: Preschool Outreach Coordinator	Classification: Librarian 1 or Support Staff 4
Primary Work Location: Norristown, PA	Department: Children's Services
Supervisor: Department Head	Number of Employees Directly Supervised: 0
Status: <input checked="" type="checkbox"/> Regular <input type="checkbox"/> Temporary	Fair Labor Standards Act Status: Non-Exempt
<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time	Hours: 37.0 hours/week (Days, Evenings, Weekends)

Statement of Responsibilities:

As a direct report to the Department Head, the Preschool Outreach Coordinator leads the activities of the preschool outreach bookmobile, BGR ("Books Go Round"). This position is responsible for delivering library outreach services to children ages 3-5 in Head Start, Pre-K, preschool, and daycare facilities throughout the county. The coordinator establishes and maintains positive working relationships with educators and staff at partner facilities, schedules regular BGR visits, and communicates program schedules, policies, and procedures with all stakeholders. The role also includes developing and maintaining 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 on scheduled routes.

The mission focus is to support early emergent literacy by delivering programming, circulating library books to classrooms, and providing meaningful first public library experiences for preschool-age children. During periods when classrooms are not in session, we retask the team to provide off-site preschool library outreach throughout the community. Success in this role is measured by demonstrating high engagement and sustained relationships with this special service population, educators, and the community served.

Organizational Relationships:

Maintain positive working relationships with other MC-NPL departments and branches. Represent the library to external agencies, including, but not limited to: service providers, schools, nonprofits, district libraries, and local municipalities.

General Responsibilities and Examples of Work:

General:

- Carries out job functions without posing a health or safety threat to self or others.

Vehicle Responsibilities:

- Drives vehicles safely and courteously on set routes and timetables throughout the county.
- Fuels vehicles.
- Monitors overall mechanical condition of vehicles.
- Performs and reports minor preventive maintenance on vehicles, and reports needed vehicle repairs.
- Cleans interior and washes exterior of vehicles.
- Maintains loading docks, garage, and work areas

Bookmobile and Service Desk Responsibilities:

- Registers patrons for library cards.
- Places patron hold requests.
- Finds, processes, and ships item hold requests.
- Circulates library materials.
- Collects fines and fees.
- Advises patrons on the selection of library materials.
- Answers or refers patron reference, account, policy, and technology questions.
- Ensures library collections are well organized.
- Performs various library clerical functions.
- Represents the library at municipal community days and other library outreach events.
- Performs other duties as required.

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- *Project and Program Responsibilities:*
 - Develops and publishes BGR bookmobile service routes and stop schedules.
 - Markets BGR outreach services.
 - Collects and reports BGR statistics.
 - Develops and delivers library preschool outreach programming.
 - Develops and delivers professional development programming to preschool educators.
 - Develops and maintains the BGR collection.
 - Directs the work of the BGR staff.

Qualifications:

- For Librarian 1: Bachelor's degree from a 4-year college or university and a master's degree in library science.
- For Support Staff 4: Bachelor's degree from a 4-year college or university or 10-15 years relevant work experience.
- Spanish language fluency preferred.
- Must have a working knowledge of children's fiction and children's 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.
- Working knowledge of Microsoft Office applications.
- Must have a valid PA driver's license and the ability to substitute at the library's other locations.

Physical Demands or Requirements: (* indicates essential requirement)

Strength/movement requirements

- *Able to lift or move 30 pounds
- *Able to bend to floor level and/or reach overhead
- *Able to stand and/or walk for 2 hours at a time
- *Able to sit for 2 hours at a time

Manual/physical dexterity requirements

- *Able to manipulate the keyboard of a computer, typewriter, or other office equipment
- *Able to manipulate a mouse, pointing device, or other input device
- *Able to manipulate data cables, cords, connections, or similar power and data devices
- *Able to manipulate pages of books, insert and remove disks, and manipulate library materials

Communication requirements

- *Able to use telecommunication devices to hear and speak with staff and the public
- *Able to see, understand, and create written material

Additional Eligibility Requirements

- Employment is contingent upon the submission of the following: PA State Police Criminal History, PA Child Abuse History Clearance, FBI Criminal Background Check, and PA State Mandated Reporter Training within 30 days from the date of hire and resubmission every 60 months thereafter.
- Complete at least 6 hours of continuing education every two years as required by Act 37 of 1999 (Title 24PA, C.S.A §9335 (b)(4)).

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice. All employees must be able to perform the essential functions of this position satisfactorily and, if requested, reasonable accommodations will be made to enable employees with disabilities to perform the essential functions of their job, absent of undue hardship.

Print Name: _____

Employee Signature: _____

Date: _____

Supervisor's Signature: _____

Date: _____

Revised: 3/02/2026