



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)

Montgomery County-Norristown 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 Children's Department 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, assisting in stack maintenance projects, providing clerk or activity support to other staff, finding items to fill patron hold requests, and assisting 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 the ability to work individually or on a team. Weekly schedule includes weekdays, evenings, and rotating Saturday 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 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:

- Must be 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 the Human Resources Department at mnlhr@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.