

Preschool Outreach Coordinator – Norristown Job Post

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.

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)

Qualifications:

- 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.

[Read Full Job Description here](#)(opens in a new tab)

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.