



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

Conshohocken Free Library seeks a part-time Library Page. This position is responsible for providing outstanding service to patrons at Conshohocken Library, a branch of Montgomery County-Norristown Public Library. This position supports activities of the Library such as shelving items, assuring shelved items are in the correct order, assisting in stack maintenance projects, and finding items to fill patron hold requests. This position also assists patrons in finding items in stacks. Under the direct supervision of a manager, the Library Page may provide clerk or activity support to other staff. 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. The weekly schedule is Mondays and Wednesdays 4 pm – 8 pm, and 1 or 2 Saturdays per month, 10 am – 2 pm.

Benefits we provide:

- Starting salary of \$15.00 per/hour
- Work Schedule: 8-12 hours per week
- Sick leave
- 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 2023 our main Library, bookmobile services, and four branches circulated over 682, 902 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 communicate effectively orally and in writing.
- Ability to deal effectively and pleasantly with the public.
- Good workstation computer literacy.
- Reliable transportation to the primary work site.

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 email a cover letter, resume, and completed employment application to Holly Holst, Department Manager at Hholst@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.