

\$17.58 / hour or higher DOQ + [Partial County Benefits](#); Part-Time Regular positions available (20hrs / week)

Williamsburg Regional Library, a nationally recognized, star-rated library, is looking for a creative and public-service focused individual to join our youth services team! WRL contributes to a strong, informed, and resilient community by providing access to resources, programs, and public spaces. WRL delivers outstanding and equitable library services to all members of a diverse region.

The Youth Services Library Specialist provides excellent customer service to library users, helping them get the information and materials they need. This position assists with providing programming for children and families.

WRL offers a collaborative, collegial, and flexible work environment with an emphasis on always adapting to meet the changing needs of our users. WRL is committed to equal opportunity in its employment practices. WRL values diversity and invites applications from all candidates, including those who identify with underrepresented groups.

**Responsibilities:**

- Provides the public with the information and materials from the library's collections and other sources; teaches individuals and groups how to use library resources; recommends materials to read, view, or hear; recommends topics for reports and other assignments.
- Uses electronic resources including online databases and the Internet; troubleshoots public computers and printers; monitors user activities in the library, handling problems as they occur.
- Offers programs and services to external library patrons as part of the library's outreach services.
- Assists with library programs, including but not limited to presenting children's and family programs, assisting with crafts for children, and maintaining the children's areas.
- Attends staff development programs, workshops and conferences; serves on library committees; trains other staff as appropriate.
- Promotes library materials through displays (genre categories) and other means (book bundles, booklists).

**Requirements:**

- Any combination of education and experience equivalent to a Bachelor's Degree; experience in public library operations preferred.
- Must possess or be able to obtain within 30 days of hire, a valid Virginia Driver's License and have an acceptable driving record based on James City County's criteria.
- Knowledge of printed and electronic reference sources, library research techniques including online and other electronic reference sources, and library procedures.
- Skill in use of computer software, especially Microsoft Office Suite; oral and written communication.
- Ability to interact and communicate with users of all ages in a pleasant and effective manner; establish and maintain effective working relationships with the public and other library personnel; communicate effectively both orally and in writing; plan and organize daily work and special projects.

[Click here](#) for full job description. Accepting applications until position is filled. Cover letters and resumes may also be attached, but a **fully completed application** is required for your application to be considered.