

## Outreach Assistant (Part Time)

\$19.22 / hour or higher DOQ + [Partial County Benefits](#). Part-time positions available (20 hours/week).

**Williamsburg Regional Library**, a nationally recognized, star-rated library, is looking for a public-service focused individual to join our outreach 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. As an Outreach Assistant, you will drive library vehicles and deliver library programs, collections, and services to all parts of our community. This position serves residents in neighborhoods, community centers, preschools, and adult care facilities. WRL offers a collaborative, collegial, and flexible work environment with an emphasis on creatively evolving 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:

- Drives outreach vehicles and performs routine maintenance tasks in a timely manner; assists in planning the vehicles schedules.
- Monitors users' activities at scheduled outreach stops, handling problems as they occur; performs circulation functions in accordance with library's policies and procedures.
- Provides users with information and materials they need from the library system's collection and resources; teaches individuals and groups how to use library resources; acts as an information liaison for preschools and adult care facilities by providing information and materials from the system's collection to support preschool and adult care programs; provides the public with reference and readers' advisory services; may assist users at public service desks within library buildings as scheduled; develops and presents outreach services programs to adults and youth and their families.
- May assist in the selection and weeding of library materials for the mobile library services vehicles; uses electronic resources including the library's catalog for collection development, and reference and readers' advisory services; troubleshoots public computers and printers.
- Participates in the coordinated and collaborative work of all Williamsburg Regional Library (WRL) divisions by communicating regularly, through both formal and informal channels, with library directors, managers, officers, and staff members; may participate in library-wide committees or projects.
- Assists in the training of outreach volunteers.

### Requirements:

- Any combination of education and experience equivalent to a bachelor's degree; some experience in a library, bookstore, or related field.
- 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 criteria.
- Knowledge of adult and/or children's literature; principles and processes for providing customer service including setting and meeting quality standards for services and evaluation of customer satisfaction.
- Skill in communicating effectively, both orally and in writing.
- Ability to safely drive mobile library services vehicles; learn and operate library automated system with high degree of efficiency; learn and follow library policies and procedures; organize work, set priorities, use time effectively, work independently and meet deadlines; interact and communicate with children, teenagers and adults in a pleasant and effective manner; communicate and work well with other staff members; follow through on numerous details and maintain records in a standard, orderly, systematic fashion and work well under pressure; work with enthusiasm and initiative.

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

**Only online applications to our website will be considered. To apply, please visit the James City County Career Center at <https://jobs.jamestownva.gov>**