

# Part-Time Desk Supervisor



One to Two Saturdays a Month

Possibility of Additional Hours as Needed

## **Job Responsibilities Include But Not Limited To:**

- **Supervising staff members**
- **Assisting patrons**
- **Performing opening & closing procedures**

Knowledge of computers is essential.

**Library and/or customer service experience is a plus.**

Please send, drop off or email your resume & two references to:

Heather Myrah

Library Director

3677 Myrtle Avenue

Castle Shannon, PA 15234

[myrahh@einetnetwork.net](mailto:myrahh@einetnetwork.net)

**Position is open until filled.**