

**Friends of the Costa Mesa Libraries
Volunteer Application**

Name: _____

Address: _____

E-Mail: _____ Phone: _____

Emergency contact:

Name	Relationship	Phone numbers
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Family Physician	Phone
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If these cannot be reached, do you authorize us to call 911? _____

We require that our volunteers be members of the Friends of the Costa Mesa Libraries. Are you currently a member? ____ If not, are you willing to join? _____

Signature: _____ Date: _____

After you have filled in the blanks above, please mark the volunteer positions below that you would be interested in. Then mail it to: Friends of the Costa Mesa Libraries, Volunteer Coordinator, 2969 Mesa Verde Dr. E., Costa Mesa, CA 92626.

Bookstore Volunteer Requirements

We mostly need persons who are willing to commit time to help us. Special skills that could be helpful: knowledge of books, CDs and their worth, and computer research skills. Your special skills, interests and/or experiences that would be helpful in working in our bookstores:

Working in the bookstores, even in sales, would require bending down, reaching, moving around the area, lifting light-weight materials. Would you have any problems meeting these requirements? _____

Mesa Verde Library Bookstore

Hours: 1:00 pm to 4:00 pm _____ 1:00 pm to 3:00 pm _____ 2:00 to 4:00 pm _____

Sat. _____ Sun. _____ Tues. _____ Wed. _____ Thurs. _____

Costa Mesa Donald Dungan Library Bookstore

Hours: Hours library is open I am available to work _____
Day From To

Passport Photo Photographer Requirements

We train our photographers, both before and on-the-job. Our customers come in all ages, from tiny babies to senior citizens, and our volunteers should always make them feel comfortable. Basic math and neat record keeping skills are necessary. As photos are taken in our Costa Mesa Donald Dungan bookstore, photographers will also sell books on their shifts. Working in this position requires that the volunteer is able to bend down, reach, move around the area, lift light-weight materials, operate a digital camera and a simple computer-printer. Would you have any problems meeting these requirements? _____

Hours: Monday 3:00 pm to 5:00 pm _____ 5:00 pm to 7:00 pm _____
Tuesday 3:00 pm to 5:00 pm _____ 5:00 pm to 7:00 pm _____
Wednesday 3:00 pm to 5:00 pm _____ 5:00 pm to 7:00 pm _____
Saturday 10:00 am to 12:00 noon _____ 12:00 noon to 2:00 pm _____

Passport Service Receptionist

We train our passport receptionists. Volunteers in this position should have “people” skills. Should have ability to move about. Knowledge of Spanish is helpful but not required. Would you have any problems meeting these requirements? _____

Hours: Monday 3:00 pm to 6:30 pm _____
Tuesday 3:00 pm to 6:30 pm _____
Wednesday 3:00 pm to 6:30 pm _____