

# *Charlotte County Library System*

## *Englewood Charlotte Public Library*

*3450 N. Access Road*

*Englewood, FL 34224*

*941.681.3736*

## *Mid-County Regional Library*

*2050 Forrest Nelson Boulevard*

*Port Charlotte, FL 33952*

*941.613.3161*

## *Port Charlotte Public Library*

*2280 Aaron Street*

*Port Charlotte, FL 33952*

*941.764.5562*

## *Punta Gorda Public Library*

*424 W. Henry Street*

*Punta Gorda, FL 33950*

*941.833.5460*

# CHARLOTTE COUNTY COMMUNITY SERVICES

## **Library Administrative Offices**

2050 Forrest Nelson Blvd

Port Charlotte, FL 33952

941.766.READ (7323)

[www.CharlotteCountyFL.com](http://www.CharlotteCountyFL.com)

and select the Library Pages



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# VOLUNTEER AT YOUR LIBRARY



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*Our Mission: To be the energy in making Charlotte County a beautiful and enriching place to live!*

# WE'RE WAITING FOR YOU!

*We are seeking kind, caring and giving citizens to be part of our volunteer team. As a volunteer you will have the opportunity to be part of exciting and rewarding events and programs.*

- Gain Valuable Experiences
- Meet New People
- Learn New Skills
- Contribute To Your Community

*Volunteers play an important role in our work at the libraries. Each library has a staff of dedicated volunteers who help with:*

- Clerical Duties
- Computer Training
- Adult and Youth Programs
- Bookstores
- Copying & Collating
- Shelving

*Background checks are required on all Charlotte County volunteers.*



## Volunteer Opportunities



### Clerical

Filing, typing, copying and collating. You will need a working knowledge of computers, Microsoft Windows and experience on a copier.



### Shelving

Shelving returned books and materials. Ability to alphabetize, familiarity with decimals and ability to bend and stoop.



### Computer Training

Teaching computer classes under staff direction or serving as a tutor/coach for those needing assistance. Excellent knowledge of Windows, e-mail and Microsoft products essential.



### Adult & Youth Programs

Assist with setup and preparation for programs. May facilitate book discussions, help children during program, and clean up. High energy level and ability to stoop and bend needed.

### Bookstores

Working with the Friends of the Libraries' used bookstores including organizing materials for sale and handling money taken in.

If you are interested in being a library volunteer, check your interests and the library of your choice below. Fill in your name, address, and a phone number. Mail to your local library. A staff member will be in touch to sign you up. You can also stop by any of our libraries to pick up an application and speak to a library representative in person.

#### Location:

Englewood Charlotte     Mid-County Regional     Port Charlotte     Punta Gorda

#### Area of Interest:

Computer Training     Clerical     Adult Programs     Youth Programs  
 Bookstores     Copying and Collating     Shelving

Other:

Name: \_\_\_\_\_ Address & Phone: \_\_\_\_\_