



Volunteer Guide

Marjorie Book Continuing Education brings teenagers and adults with and without disabilities together for continuing education classes, service-learning projects and theatrical productions.

Definition of a Volunteer

Marjorie Book is comprised of about 40 members who participate in numerous activities each year. We also welcome one-time volunteers who are looking for a way to fulfill service hours, as well as those interested in becoming a regular contributor. At Marjorie Book, our volunteers are viewed as equals to all other members. Volunteers are encouraged to actively participate in the activities and facilitate when needed.

Appropriate Volunteer Conduct

- To enhance the personal integrity and dignity of people with and without disabilities.
- To treat with respect and consideration all persons, regardless of race, religion, gender, abilities, age, or national origin.
- To determine with the group leader what the Volunteer's responsibilities will be for any specific activity.

What are Disabilities?

An individual with a disability is someone who, because of his or her unique medical or developmental difficulties, might need additional assistance compared to his/her peers. Many are born with their disability such as Autism or Down Syndrome; while others might have developed their disability due to disease or accident. Disabilities may range from mild to severe, and the level of impairment may vary from individual to individual, even for people with the same type of disability. Even with their disabilities, these individuals are fully capable of learning, loving, and enjoying life like anyone else.

An individual with a disability might have:

- Communication problems (with the use or comprehension of language)
- Trouble reading fluently and comprehending written materials
- Difficulty relating to people, things, and events, and difficulty with initiating conversation
- Inappropriate actions or emotions under normal circumstances
- Challenges with handling frustration or other intense emotions
- Physical limitations, such as limited sight or restricted mobility

Expectations When Volunteering (Be ready to engage!)

- Assist the group leader with clerical tasks
- Greet incoming members: introduce yourself and initiate conversation
- Sit next to someone who might need assistance reading or writing; provide one-on-one attention if needed
- Model appropriate behavior for the activities, and participate in the Marjorie Book classes, theatre rehearsals, or service projects
- Demonstrate patience with members, speaking clearly and calmly
- Kindly redirect individuals if they are not acting appropriately during an event
- Hand out class materials, make theatre notecards or rehearse lines for a theatre production