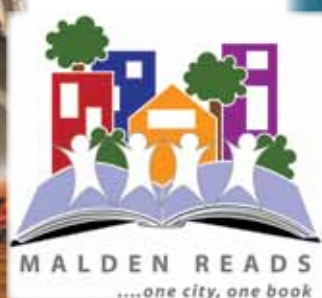
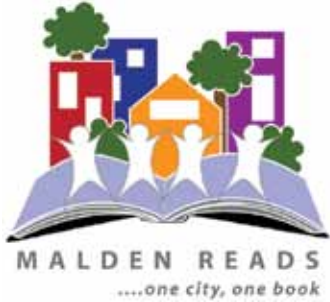


Malden Reads Guide for Volunteers



Welcome to the Malden Reads Team



Thank you for your interest to serve as a volunteer! Whether participating in one of the various subcommittees, serving on the steering committee, or helping out for an event, volunteer participation is vital to our success.

We want to share with you some background information to help orient you to our group, as well as a few principles of engagement that will enable our best outcomes and processes for our efforts together.

Please be sure to communicate your area of interest, your strengths, your time/schedule availability, and your preferred mode of communication with the group, so that your volunteer experience is more likely to be fulfilling and productive.

Mission

Malden Reads is a community reading program that seeks to discover what could happen if all of Malden read the same book. Organized by community groups, city leaders, and residents, in collaboration with the [Malden Public Library](#) and [MATV](#), the program invites the community to read the same book and participate in a series of events related to the book's themes. The goals of the program are to promote literacy, a love of reading, and an appreciation of city resources, but most of all, to build community in the city of Malden.

Organizational Structure

Malden Reads has a unique structure as an organization. The program is anchored by two community institutions, the [Malden Public Library](#) and [MATV](#). These two entities jointly provide the financial oversight, tax-exempt status, resources, and some dedicated staff time to the project.

A Steering Committee, made up of community volunteers along with MATV & library staff, drive the mission and direction of each year's program. Anne D'Urso-Rose and Jodie Zalk are the co-facilitators of the overall program.

Outreach and welcome for volunteers is ongoing! Volunteers can serve on the Steering Committee, on a subcommittee, in a specific role, or as a general volunteer for events.

At the opening celebration for Year 3 of the program, community members take part in a Native American Circle Dance.



Malden Reads Committee Structure and Roles

Our planning structure continues to evolve each year and we are always open to variation and new ways of doing things. We strive for a subcommittee structure that carries out the many different elements of the program but have found that not all our subcommittees are truly formalized.

Please let the co-facilitators know what you are interested in doing and we will help plug you in! We welcome creative thinking, leadership, new ideas, and collaborative partnerships, keeping in mind that proper representation of the program is vital and always necessary. Please check in regularly with the co-facilitators as you continue your involvement in Malden Reads.

Here is a general description of roles and areas of responsibility.

Book Selection Committee

Love to read? Want to have a say in which book is chosen for the next year's program? Then consider joining the Malden Reads Book Selection Committee. This group has a few meetings during the summer and is asked to read or skim a handful of books on the long list, thoughtfully consider the choices for the community, collaboratively cull down the list and read the final selections in order to take part in the final vote. We also have a separate sub-committee to choose the Companion Books for younger readers once the main book has been selected.



Committee members discuss which book should be selected for 2016.

Steering Committee

Members of the Malden Reads Steering Committee meet approximately every few weeks to brainstorm ideas, plan the direction of the program, and monitor its progress. They are part of an email list that circulates thoughts, ideas, and information related to the program, though decisions are typically made at meetings.

Note-taker at Meetings

We are seeking one or more volunteers to take turns taking notes at meetings and typing them up in a timely and organized way for distribution. Sometimes we circulate this role, but it's always good to be able to rely on our good note-takers!

Email Account/Participant List Coordinator

We like to have two people share responsibility for our general email account (Gmail)—checking the inbox regularly, responding to inquiries (or forwarding to an appropriate committee member), adding new sign-ups to our participant list, and generally keeping the list current and active.

Book Discussion Committee/Leadership

We are looking for one or two co-coordinators or a small team to organize the book discussion series. This involves outreaching several venues, finding book discussion leaders, coordinating dates and times, and coordinating



Members of a book discussion group for "Outcasts United" in 2012.

any special elements such as a special theme or focus. This person/team must ensure the accuracy for all the publicity regarding the book discussions. During the program series, the coordinator(s) must confirm and check in with leaders and venues, ensure signage and refreshments, and follow up after the discussion.

Film Committee /Leadership

The previous Film Coordinator for several years has moved away and we are seeking new leadership and a committee of folks to be involved. The film committee brainstorms a list of relevant films and chooses a select few, obtains any legal rights to show the films and secures copies of the films to be screened, coordinates venues and a discussion leader for each film, ensures that media equipment is set-up and tested prior to the film event, organizes (or delegates) refreshments, and does follow-up after the film.



Partnering with "Raising a Reader" at the Early Learning Center.

Schools/Youth Involvement

Linda Zalk has coordinated many of the efforts related to the schools in Malden and will continue to do so. We are also seeking new leaders and people to be involved with outreaching school leaders, coordinating programs, organizing afterschool activities with youth of all ages, and planning youth and family events.

Community Dining Series

June Macdonald is the primary point person for the Community Dining series. She can use help outreaching dining venues, helping to publicize the restaurant and food, confirming details as the program kicks off, and being present at any of the dinners to ensure the Community Dining program runs smoothly.



Diners at a community dinner at Oppa's Korean Restaurant in 2015

Reading Circles

Help out adult English language learners as they learn to read the Malden Reads book selections (companion books), and help with accompanying activities. Linda Zalk has been coordinating several adult reading circles or you can start a new one with a new group.



Other Event Planning

Help us plan the details of the annual Opening Celebration or any of unique events developed for each year's program. These can include author chats, debates, speaker panels, family events, and other social/cultural events.

Left: Malden Reads committee member David Stein has lent his culinary skills and musical background, along with his time and energy, to each year of the program.

Publicity Committee

The Publicity Committee works as a team, but also has members take on specific roles as outlined below. We are also seeking a co-leader to the Publicity Committee to work with Anne D'Urso-Rose on overall strategy and week-to-week check-ins once the program kicks into gear (January – April).

Website Updates

This is a job for someone with good basic computer skills and good written communication skills. We like to have several people share the role of updating our website and will train you on how to do it.

Writing Press Releases

We are looking for a small team of writers to compose well-written press releases for keeping folks up to date on the progress of our program, to publicize upcoming events, and/or to write about events that have already happened.

Photographer & Photo Archivist

We always need someone to take photographs at all our events. We also need someone to collect the photos, sort through them, archive them in folders, and upload to our Flickr page and Facebook page. (These can be separate or the same role.)

Social Media Specialists

We like to have several people working together to post new content regularly as well as events with enough lead-in time on Facebook, Twitter, and Tumblr (we have a Tumblr blog that can use a coordinator for its content). It would also be good to have someone welcome our new followers on Facebook.

Designing Flyers & Posters

Good at graphic design? Help us design flyers, posters, and other print material to publicize our overall program and specific events. You can volunteer to do one or more flyers/posters.

Presentations & Outreach

Each year we do presentations for local community groups and service organizations to spread the word about our programs. We also host tables at local festivals and events. Please let us know if you can sit at a table or help lead a presentation.

Archiving & Scrapbooking

Like to scrapbook? Help us put together our annual scrapbook (usually just two meetings each year)—another way to document our program and display it at local events.



Photos document our history! This one captures students at the Ferryway School engaged in a Skpye chat with author Chris Grabenstein.



Above: Volunteers Eda Daniel (left) and Maya Cohen staff a Malden Reads table at the Temple Tifereth Israel Crafts Fair.



Yum! A Malden Reads cake to celebrate our third anniversary.

Fundraising & Grant-writing

Each year, we have been proud to raise an average of \$10,000 through a mix of foundation donors, raffles and individual sponsors, to fund our program. We are looking for folks to help organize our annual mailing to potential sponsors, secure prizes for fundraising events, plan our annual Docksides fundraiser, write grants to local foundations, and thank our donors. Let us know if you can help in any way with any of these activities.

Diversity & Inclusion

We are always looking for ways to ensure that our program is accessible and welcoming to community members of all backgrounds and abilities. Have an idea how best to outreach and carry out programming elements that support diversity and inclusion? Want to carry out a new program or help with a current program? Please let us know!

Evaluation

Good at gathering data and statistics? We are looking for someone to more formally collect data and feedback from the community about our program so that we can provide this information to potential donors and also improve our program each year. Let us know if you can help!



The American Association of Arab Women present a display and interactive booth at the Malden Reads Opening Celebration.



Bringing the community together with a Parade of Community Organizations at the Community Jamboree, a capstone event for the 2013 program ("The Absolutely True Diary of a Part-time Indian" by Sherman Alexie.)

Steering Committee “Rules of the Road”

To ensure that our time and energy find a meaningful and effective channel while part of Malden Reads, here are a few principles of engagement that we have found enable the best outcome and process for our efforts together.

Purpose

The Malden Reads mission drives what we do. When necessary, the purpose supersedes individual opinion.

Curiosity

We are curious about other opinions and values and what each person brings to the table. We keep an open mind while listening.

Consensus

We strive to make decisions collaboratively – using various facilitation processes as a method for consensus-building, and sometimes we need to take a vote if the group is split. If a conflict arises (as may happen as a natural part of working together), a resolution is sought among those involved to maintain group harmony.

Communication

We agree to communicate in the mode and manner most effective and useful for sharing information, which will be determined at the beginning of each cycle and reevaluated throughout. The mode will differ depending on the subset of volunteers involved—people working in pairs or on committees can decide the most appropriate mode of communication between them. We also agree to communicate in a manner that is constructive, that will spur another to productive action, feeling, or thought.

Conflict

It is important to understand that conflict does arise from time to time and is a natural part of the collaborative process. How we, as a team, deal with conflict will determine the success and longevity of our endeavor. Generally, it is best to address conflict or tensions in their early stages, and in a manner that assumes the best intentions of the conflicting person or party. When unsure of how to deal with a conflict or a tense situation, we encourage you to consult a co-facilitator.

We thank you for your interest in Malden Reads and are excited to have you participate as a volunteer in whatever way you are able! Welcome to our team!



Teens from the Malden High School Interact Club help out for a Malden Reads community event.

MALDEN READS BOOK SELECTIONS

2018 - The Hate U Give - Angie Thomas

2017 - A Man Called Ove - Fredrik Backman

2016 - The Martian - Andy Weir

2015 - Mr. Penumbra's 24-Hour Bookstore - Robin Sloan

2014 - The Immortal Life of Henrietta Lacks - Rebecca Skloot

2013 - The Absolutely True Diary of a Part-Time Indian - Sherman Alexie

2012 - Outcasts United - Warren St. John

2011 - The Soloist - Steve Lopez

* Companion books for younger readers are chosen for each year of the program. For complete details about each book selection and a listing of the companion book choices, visit maldenreads.org/books.



In 2013, volunteers paint the Malden Reads switchbox located on the corner of Broadway and Route 60.

