Virginia Beach Council of Civic Organizations

Helping Civic Organizations Remain Educated for 66 years
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Job Description
Civic League Workshop Series Subcommittee Chair

Purpose

The Civic League Workshop Series Chair develops and holds educational workshops that strengthen individual civic leagues and help them address challenges affecting civic engagement in their communities.

Key Responsibilities

- Work with the Communications Committee to create surveys and obtain feedback from civic league leaders regarding common challenges.
- Develop practical workshop topics based on identified challenges.
- Secure presenters and subject matter experts for each workshop topic.
- Develop workshop materials, including handouts and resource guides.
- Ensure workshops provide factual and balanced educational information.
- Work with the Education Committee and Subcommittee Chairs to coordinate programming and avoid duplication.
- Coordinate with Communications to promote workshops and produce educational resources.
- Evaluate workshops through participant feedback and recommend improvements or future topics.
- Maintain appropriate records of workshops, including topics, presenters, participating civic leagues, attendance, materials, and feedback.
- Provide regular reports to the Education Committee Chair on workshop activities, accomplishments, challenges, and upcoming initiatives.

Desired Skills and Qualifications

- Strong leadership, organizational, project management, and communication skills.
- Ability to understand and identify common educational needs and organizational challenges of civic leagues.
- Ability to develop practical educational programs and resources that can be adapted to different civic league circumstances.
- Ability to work effectively with volunteers, civic league leaders, presenters, and VBCCO committees.
- Strong problem-solving, critical-thinking, facilitation, and time-management skills.
- Experience with workshops, training, organizational development, community engagement, or volunteer organizations is a plus.

Time Commitment

- Currently, about 10-12 hours per month, including meetings, trainings, and coordination with other Education Subcommittees.

Volunteer Benefits

- Help strengthen civic leagues and neighborhood organizations throughout Virginia Beach.
- Help civic league leaders address organizational and community-engagement challenges.
- Build relationships with civic leaders and volunteers.
- Make a meaningful contribution to stronger, more informed, and more engaged communities.

Definition of Success

- Workshops address needs identified by civic leagues and provide relevant, practical, and useful information.
- Participants gain knowledge, tools, and strategies they can apply within their organizations and communities.
- Participants report that workshops are informative and beneficial.
- Workshop content remains factual, balanced, and educational.
- Programs and materials are regularly evaluated and improved based on feedback.
- The Workshop Series works collaboratively with other VBCCO committees and subcommittees.

Volunteer Disclaimer

The Virginia Beach Council of Civic Organizations (VBCCO) recognizes that every volunteer brings unique strengths, experiences, and availability. This job description is intended as a guide rather than a rigid list of requirements. We welcome individuals with enthusiasm, initiative, and a willingness to serve, and we strive to match volunteers with opportunities that best fit their interests, talents, and availability.