Virginia Beach Council of Civic Organizations

Helping Civic Organizations Remain Educated for 66 years
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Job Description
VBCCO Academy Subcommittee Chair

Purpose

The VBCCO Academy Subcommittee Chair oversees the VBCCO Academy, an educational program designed to help residents better understand how Virginia Beach local government works, how decisions are made, and how citizens can effectively participate in civic life. The Chair ensures that Academy programs are accurate, practical, accessible, and presented in a balanced, nonpartisan manner consistent with the VBCCO mission.

Key Responsibilities

- Provide leadership and direction for the development and delivery of VBCCO Academy programs, classes, workshops, and educational sessions.
- Develop an annual plan for the Academy, including program topics, priorities, schedules, and educational goals.
- Identify educational topics that will help residents better understand Virginia Beach government, civic processes, public services, community issues, and opportunities for citizen participation.
- Research and develop educational content in collaboration with subject matter experts, city officials, community partners, and other knowledgeable resources, as appropriate.
- Ensure Academy programs present factual, accurate, balanced, and nonpartisan information and remain consistent with the VBCCO mission, bylaws, and adopted policies.
- Coordinate speakers, presenters, subject matter experts, facilities, materials, and other resources needed for Academy programs.
- Work with the Education Committee Chair and other educational subcommittees to coordinate programming, share resources, and avoid duplication of efforts.
- Coordinate with the Communications Committee to promote Academy programs.
- Coordinate with Programs & Events to secure locations for Academy programs.
- Develop and maintain Academy materials, presentations, handouts, resource guides, and other educational resources.
- Evaluate Academy programs through participant feedback and other appropriate measures and recommend improvements for future programs.
- Maintain appropriate records of Academy programs, including topics, presenters, attendance, materials, and participant feedback.
- Provide regular reports to the Education Committee Chair regarding Academy activities, accomplishments, challenges, and upcoming initiatives.

Desired Skills and Qualifications

- Strong research, organizational, and project management skills.
- Commitment to the VBCCO's mission of providing nonpartisan civic education.
- Interest in and knowledge of Virginia Beach local government and civic processes.
- Excellent written, verbal, and interpersonal communication skills.
- Ability to work effectively with volunteers, subject matter experts, speakers, community partners, and other VBCCO committees.
- Experience developing or coordinating educational programs, workshops, training sessions, or community events is desired.
- Ability to present information objectively and maintain a clear distinction between civic education and advocacy.

Time Commitment

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

Volunteer Benefits

- Help educate Virginia Beach residents about local government and civic participation.
- Help create meaningful educational opportunities for residents throughout Virginia Beach.
- Build relationships with individuals and organizations interested in strengthening civic knowledge.
- Make a meaningful contribution to an informed and engaged community.

Definition of Success

- Academy programs provide accurate, balanced, and nonpartisan information.
- Academy topics are responsive to the educational needs and interests of the community.
- Participants report increased civic knowledge and positive learning experiences.
- Academy materials and programs are regularly evaluated and improved.

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.