Virginia Beach Council of Civic Organizations

Helping Civic Organizations Remain Educated for 66 years
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Job Description
Volunteer Outreach Subcommittee Chair

Purpose

The Volunteer Outreach Subcommittee Chair is responsible for developing and implementing strategies to attract and engage new volunteers who are interested in supporting the mission and activities of the Virginia Beach Council of Civic Organizations (VBCCO).

Key Responsibilities

- Develop and implement outreach strategies to attract prospective volunteers.
- Work with the Communications Committee to develop and distribute volunteer recruitment materials, announcements, and other promotional information.
- Identify opportunities to connect with civic leagues, homeowners' associations, community groups, and individuals who may be interested in volunteering.
- Serve as an initial point of contact for prospective volunteers, providing information about the VBCCO, its mission, and available volunteer opportunities.
- Coordinate volunteer recruitment efforts at VBCCO meetings, community events, and other appropriate activities.
- Respond to prospective volunteer inquiries in a timely and welcoming manner, helping individuals understand the opportunities available.
- Refer interested individuals to the Volunteer Coordination & Management Subcommittee Chair for placement, onboarding, and ongoing volunteer support..
- Provide regular updates to the Volunteer Committee Chair regarding outreach activities, recruitment efforts, prospective volunteer interest, and opportunities for improvement.

Desired Skills and Qualifications

- Strong interpersonal and communication skills.
- Enthusiasm for community involvement and volunteer service.
- Ability to engage and motivate prospective volunteers.
- Creativity in developing outreach and recruitment strategies.
- Strong organizational and follow-up skills.
- Ability to collaborate with other committees and community organizations.
- Familiarity with community outreach, marketing, or volunteer recruitment, or willingness to learn.
- Understanding of the VBCCO's mission and volunteer opportunities.

Time Commitment

Time commitment will vary depending on volunteer recruitment initiatives, community outreach opportunities, and scheduled VBCCO programs and events. The position requires participation in VBCCO General Meetings, communication with prospective volunteers, and coordination with the Volunteer Committee Chair.

Volunteer Benefits

- Build relationships with civic organizations and community members throughout Virginia Beach.
- Develop communication, outreach, and recruitment skills.
- Help introduce new individuals to meaningful opportunities for community involvement.
- Experience the satisfaction of inspiring others to become involved in civic education and community service.

Definition of Success

- Outreach activities consistently generate interest from prospective volunteers and help expand awareness of the VBCCO and its volunteer opportunities.
- Volunteer opportunities are actively promoted through appropriate communication channels and community connections.
- Prospective volunteers receive welcoming, accurate, and timely information about the VBCCO and available opportunities.
- Individuals expressing interest are appropriately referred to the Volunteer Coordination and Management Subcommittee for placement and onboarding.
- Coordination with the Volunteer Coordination & Management Subcommittee ensures a smooth transition from initial interest to volunteer placement.
- Recruitment strategies are periodically evaluated and adjusted based on results and organizational needs.
- The Volunteer Committee Chair receives regular updates regarding recruitment activities, successes, and challenges.

Volunteer Disclaimer

The Virginia Beach Council of Civic Organizations (VBCCO) recognizes that every volunteer brings unique strengths, experiences, and availability. The responsibilities listed in this job description are intended as a general guide, not a rigid requirement. We welcome applicants with enthusiasm, initiative, and a willingness to contribute, even if their background or skills don't align perfectly with every listed duty. VBCCO is committed to finding the best fit for each volunteer's talents and interests to ensure a positive and rewarding experience for everyone involved.