# Virginia Beach Council of Civic Organizations

Helping Civic Organizations Remain Educated for 66 years
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## Job Description
## Volunteer Committee Chair (Volunteer Coordinator)

**Purpose**

The Volunteer Committee Chair (Volunteer Coordinator) oversees the Volunteer Coordination & Management and Volunteer Outreach Subcommittee Chairs, ensuring that their activities support the organization's mission and volunteer needs.

**Key Responsibilities**

- Provide leadership, guidance, and support to the Volunteer Coordination & Management and Volunteer Outreach Subcommittee Chairs, ensuring that each fulfills its responsibilities effectively.
- Work with the Volunteer Outreach Subcommittee Chair to ensure that strategies are developed and implemented to attract new volunteers and promote opportunities for involvement with the VBCCO.
- Work with the Volunteer Coordination & Management Subcommittee Chair to ensure that volunteer records, assignments, onboarding procedures, and engagement activities are maintained and managed effectively.
- Maintain communication with other VBCCO committee chairs to identify volunteer needs and ensure that appropriate recruitment and placement efforts are coordinated through the subcommittees.
- Support both subcommittee chairs in creating a positive volunteer experience that encourages continued participation, satisfaction, and opportunities for leadership development.
- Coordinate with the Programs & Events Committee Chair and appropriate subcommittee chairs to support volunteer appreciation and recognition activities.
- Maintain regular communication with both subcommittee chairs, monitor progress, address challenges, and provide updates and recommendations to the VBCCO Executive Committee.
- Encourage the development and refinement of volunteer recruitment, onboarding, tracking, and retention procedures to improve the overall effectiveness of the Volunteer Committee.

**Desired Skills and Qualifications**

- Strong interpersonal and communication skills.

- Effective leadership and organizational skills.
- Ability to guide, support, and motivate subcommittee chairs.
- Strong collaborative and problem-solving abilities.
- Understanding of the VBCCO's mission, structure, and volunteer needs.
- Ability to delegate responsibilities and monitor progress.
- Professionalism, reliability, and enthusiasm for volunteer engagement.
- Familiarity with volunteer management practices or willingness to learn.

**Time Commitment**

Time commitment will vary depending on committee activities, volunteer recruitment needs, and coordination with subcommittee chairs. The position requires regular communication, periodic meetings, and participation in relevant VBCCO leadership activities.

**Volunteer Benefits**

- Work collaboratively with VBCCO leadership, committee chairs, and volunteers.
- Develop leadership, mentoring, and organizational management skills.
- Help strengthen volunteer participation and engagement throughout the organization.
- Contribute to the growth and effectiveness of the VBCCO.
- Experience the satisfaction of helping volunteers make meaningful contributions to their communities.

**Definition of Success**

- Both subcommittees operate effectively with clearly defined responsibilities and appropriate guidance.
- Subcommittee chairs feel supported, informed, and empowered to carry out their responsibilities.
- The Volunteer Outreach Subcommittee consistently promotes volunteer opportunities and attracts prospective volunteers.
- The Volunteer Coordination & Management Subcommittee maintains an organized process for volunteer placement, onboarding, and tracking.
- Volunteers receive timely communication, appropriate support, and meaningful opportunities to contribute.
- Volunteer satisfaction, engagement, and retention are regularly monitored and supported.
- Communication between the Volunteer Committee, other committee chairs, and VBCCO leadership is consistent and productive.
- Volunteer needs are identified and addressed through coordinated subcommittee efforts.

- Volunteer recruitment, onboarding, and management procedures are consistent, organized, and effective.
- The Chair provides timely updates to the Executive Committee regarding accomplishments, challenges, and opportunities for improvement.

**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.