







**Gateway
Longview**

protect • enrich • give hope

Career Opportunity

Apply online @ www.gateway-longview.org

Position Title:	Volunteer Engagement Specialist
Department:	Administrative & Support Teams
Department Description:	<p>Gateway Longview cares for over 3,600 children and families annually throughout Western New York. In collaboration with community partners, we support 18 programs focused on Behavioral Health, Community Based, Educational and Residential Treatment Services.</p> <p>Administrative and support teams include Corporate Compliance, Facilities and Grounds, Finance, Human Resources, IT and Organizational Advancement. The primary objective of these teams are to support over 400 full and part-time direct care staff. In collaboration with all programs, our teams work together to fulfill the mission of our agency and support children and families in care.</p> <p>Our Agency's overall approach to care is Solution Focused and Trauma Informed.</p>
Primary Goals of this Role:	<ul style="list-style-type: none"> - Coordinates all volunteer and intern recruitment, stewardship, retention and strategic outreach activities. Actively engage all volunteers, fostering a deeper and longer-term overall commitment to the mission of the Agency. Works collaboratively with staff at all levels to identify and creatively respond to opportunities for volunteer interaction and support. - Builds creative community engagement opportunities for volunteers and interns based on feedback and direction from agency program and support department leadership. Serves as a resource to program areas to insure client involvement is consistent with treatment goals and program philosophy. - Establishes and maintains relationships with community organizations, corporations, church groups, educational institutions, etc., to share information about volunteer engagement opportunities. Includes attending and participating in community meetings, volunteer fairs, etc.
Additional Responsibilities:	<ul style="list-style-type: none"> - Understands and maintains knowledge of regulatory requirements regarding volunteer and intern engagement with clients and families. Communicates guidelines clearly with staff supervisor and volunteer/intern prospects with regard to clearances, background checks, orientations and annual renewal of information. - Plans, implements and coordinates delivery of all volunteer/intern engagement initiatives. This includes scheduling, and communication of project details as well as onsite management of various activities requiring evening and weekend availability. - Serves as the main point of contact and agency liaison for all volunteers/interns. Facilitates effective communication with all staff supervisors to ensure that service is productive and expectations are being met by both parties. - Maintains individual and group volunteer program related documentation and program evaluation statistics. Responsible for volunteer and intern records, including applications, references, screening, placements, training, evaluation and documentation of hours of service.

	<p>- Coordinates volunteer recognition and stewardship initiatives to ensure active acknowledgement and community recognition for the contributions of volunteers.</p>
Qualifications:	<p>BS Degree in communications, public relations or social services field preferred. AAS Degree with three to five years proven experience mobilizing volunteers in a non-profit setting considered. Excellent organizational skills and ability to multi-task efficiently along with exceptional communication, interpersonal, and customer service skills.</p> <p>As the community's first point of contact with Gateway Longview it is essential that the candidate possess certain core qualities including: Enthusiasm, self-motivation, creativity and positive attitude and strong commitment to Agency's mission, core values and program initiatives</p> <p>Ability to develop relationships with and coordinate a wide range of stakeholders including community leaders, corporate representatives, church groups, student groups, etc. from a variety of cultural and ethnic backgrounds.</p>
Supervisor:	Vice President of Foundation and Organizational Advancement
Hours & Location:	<p>Non-Exempt position working 37.5 hours per week. Evening and Weekend availability required for on-site management of volunteer activities.</p> <p>Administrative Offices – Main Street Campus 6350 Main Street Williamsville, NY 14221 <i>** Our Main Street Campus is on the Metro Bus Route**</i></p>
Work Environment:	Office setting as well as with youth and staff in and around a school and residential setting.
Requirements:	<p>Background checks will be administered upon acceptance.</p> <p>An unwavering ability to demonstrate Gateway Longview's mission and core values effectively with clients, families, staff, and community contacts from a variety of cultural and ethnic backgrounds is imperative.</p>
How to Apply:	<p>Candidates must complete an online application found at www.gateway-longview.org. <i>**Internal candidates – please reference specific Job Req. # using internal application found on Intranet**</i></p> <p>Qualifying applicants will be invited to interview in-person with the management team.</p> <p>    @GatewayLongview</p>

Nearly 1/3 of our full-time staff have been with us for 10+ years.
Last year, we promoted 48 employees from within our Agency.

Why? Find out by following
#IamGatewayLongview

Gateway-Longview is an equal opportunity employer. Reasonable accommodations may be made to enable persons with disabilities to perform essential functions.