

POSITION TITLE: Scheduler – Part Time

SALARY LEVEL: \$11.75 an hour

FLSA STATUS: Non-Exempt

REPORTS TO: Program Coordinator

HOURS: 20 hours per week, majority will be during weekdays

SUMMARY

Primary responsibility is to maintain staffing schedule for program staff and ensure coverage is appropriate for all shifts. This position will also schedule interviews and trainings.

PRINCIPAL ACCOUNTABILITIES

1. Maintain the online scheduling program with the most up to date and accurate information, including notes about staff that are pertinent to ensure a high level of communication.
2. Process program staff time off requests and submit to a supervisor for approval
3. Secure coverage for shifts that have an opening due to a request off, call out, or vacant shift.
4. Maintain and distribute the monthly on-call calendar for supervisors.
5. Support scheduling interviews for potential new hires with supervisors.
6. Collaborate with the Administrative Coordinator to schedule new hire paperwork.
7. Schedule training shifts for new hires or current staff training in different areas/tasks of the Nursery.
8. Collaborate with the Program Coordinator during the payroll process.
9. Assist in providing administrative support to the business office.
10. Attend relevant meetings at the Nursery and outside of the Nursery.

PHYSICAL REQUIREMENTS:

These requirements are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable an individual with disabilities to perform the essential functions.

- Regularly standing, lifting, walking, sitting, listening, talking, and using hands and fingers, while occasionally climbing or balancing, stooping, kneeling, crouching, crawling, and reaching with hands and arms.
- Ability to lift up to 30 pounds.
- Specific vision requirements include close vision and the ability to adjust focus.

WORKING CONDITIONS:

Work is generally performed in an office environment with a quiet to moderate noise level. When attending to needs in nursery noise level may be moderate to high. Work is performed in an environment where there is exposure to children ages birth to age 6 and clients of varying socio-economic and health conditions.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES:

- Must possess ability to work well individually and as a team member.
- Must work well under pressure and time constraints and have ability to meet multiple needs simultaneously.
- Must be compassionate, non-judgmental and have a real passion for helping families.
- Skilled in organizing, prioritizing and scheduling work assignments for self and co workers.



- Proficient with Microsoft Office suite.

MINIMUM REQUIREMENTS

- High school diploma or equivalent.