

**POSITION TITLE:** Scheduler – Part Time

**SALARY LEVEL:** \$11.75 an hour

**FLSA STATUS:** Non-Exempt

**REPORTS TO:** Program Coordinators

**HOURS:** 10 hours per week, Monday – Friday from 1:30pm – 3:30pm (potentially flexible)

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### **SUMMARY**

Primary responsibility is to collaborate with the other Scheduler to maintain staffing schedule for program staff and ensure coverage is appropriate for all shifts.

### **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. Secure coverage for shifts that have an opening due to a request off, call out, or vacant shift.
3. Process program staff time off requests and submit to a supervisor for approval
4. Schedule training shifts for new hires or current staff training in different areas/tasks of the Nursery.
5. Assist in multiple, ongoing data entry projects, as they pertain the schedule.
6. Assist in providing administrative support to the business office as needed.
7. 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.
- Experience utilizing a data management system.

### **MINIMUM REQUIREMENTS**

- High school diploma or equivalent.