
Full-time Scheduler

Competition # 21-08 FTSCHEd

Date: **November 25, 2021**

As a leading provider of quality programs for children and youth, we offer experiences that are affordable and accessible, with a focus on learning and skill development. We are proud of our history of leveling the playing field and providing opportunities for young people to discover, develop, and achieve their full potential. The BGC Hamilton-Halton operates EarlyON Centres, Early Learning and Child Care Centres across multiple sites.

Key Responsibilities:

- Create and maintain employee schedules through the ADP program according to Club policies and procedures, ESA legislation and Ministry guidelines.
- Facilitate the timely and accurate production of Master and Monthly Program Schedules.
- Adhere to mandatory staffing ratios as outlined in Ministry guidelines.
- Promote the values of the agency and ensure Equity, Diversity and Inclusion are the base of all programming.
- Use ADP scheduling software to complete scheduling coverage for Early Years and LGM programs
- Answer phone calls and emails
- Communicate with staff about work availability
- Manage internal staff schedules and accommodate special requests
- Monitor staff availability forms
- Input scheduled vacation time and alternate coverage
- Resolve scheduling conflicts
- Fill open ad hoc shifts by calling shifts out or deploying relief staff
- Format, and post monthly schedules
- Works collaboratively with Supervisors and Managers on Program Schedules

The ideal candidate will:

- Have a professional diploma and Minimum 1 year of scheduling experience.
- Be an expert in computer programs and scheduling software; Experience working with ADP scheduling an asset
- Have attention to detail, be organized, multi- tasker, excellent problem solving skills
- Present an acceptable police Criminal Reference check and have a valid First Aid /CPR Certificate level C.
- Provide proof of COVID19 immunization or take educational requirement regarding vaccines and participate in antigen screening
- Work remotely and be available to come into the office when required

BGC Hamilton-Halton is a diverse and welcoming employer. We encourage applications from all qualified candidates. Only those selected for an interview will be contacted. Please indicate if you require an accommodation with the application or interview process.

Closing date: **December 6, 2021**

Wage: \$18.00-19.50 / hr.

To apply please submit your cover letter and resume to: brenda.airdrie@bgchh.com