

# Job Posting

# #25.103 Scheduler

**\*\*Temporary, Part Time Maternity Leave Position\*\***

**\*See Below for Shift Details\***

Our Place Society (OPS) is an organization founded on inclusive and progressive Christian values and principles. We are driven by our values: hope and belonging, teamwork, unconditional love and safety. We work as a team to create a nurturing atmosphere of home and family, where all are welcome. A team approach is critical to living out our mission and values and directing our work.

## **Position Overview:**

Prepare, organize, and manage schedules and ensure all shifts are covered at all sites.

Working closely with Site Supervisors, a scheduler needs to ensure minimum levels of staffing are achieved at all sites at all times.

## **Duties and Responsibilities:**

- Prepare, organize, and manage work schedules for employees to ensure that the required number of staff are on duty on every given shift at each site.
- Be responsible for any changes in staffing and schedules.
- In a bid to effectively carry out the role, the staffing scheduler will work closely with HR Manager, Housing and Shelter Manager, Site Supervisors, Team Leads, and Directors.
- Report any form of inconsistency or schedule related issues and vacancies to the Manager/Site Supervisor and HR.
- Call out shifts accurately according to a very structured union call out system to ensure all employees are awarded shifts correctly according to their seniority.
- Coordinate with HR to plan all training schedules for employees.
- Helping to collect and review statistics
- Other duties as required.



Hope and Belonging

***Skills and Abilities:***

- Ability to take initiative as well as take direction.
- Ability to assess employees' overtime and eligibility for taking shifts in accordance with the union guidelines for awarding overtime.
- Ability to sit for extended periods of time to achieve the full complement of staffing for each day.
- Spend extended periods of time texting and calling out shifts.
- Excellent computer skills are required and knowledge of Microsoft office.
- Excellent communication skills both written and verbal.
- Ability to learn and adapt to new scheduling software, if required.
- Highly organized, efficient, and self-motivated with strong detail orientation.
- Ability to manage constant changing schedules due to sickness, vacations, resignations, last minute call outs.
- Strong relationship-building ability; collaborate and work effectively within a team environment.
- Excellent problem-solving skills.
- Ability to be proactive and resourceful.
- Ability to multi-task, balance priorities, work under pressure and meet deadlines.
- A positive attitude and ability to stay calm under pressure in a very busy environment.
- Exercise discretion and diplomacy when dealing with confidential and sensitive information.
- Communication and organizational skills with the flexibility to adapt to change quickly

**Qualifications:**

**Education and Knowledge**

- Grade 12, plus completion of a (1) year certification in office administration or similar.

**Training and Experience:**

- Three (3) years recent related experience.  
OR an equivalent combination of education, training, and experience.
- Previous experience scheduling in a unionized environment would be a definite asset

**Working Conditions:**

**Shifts:** Temporary, part time, maternity leave position – minimum of 52 weeks, with the possibility of extension. Monday to Friday, 5am to 10am. Work locations will combine - in office work and work from home.

**Compensation:** \$29.17 to \$33.49 per hour, plus 5% in lieu of paid holidays

**Benefits:** Vacation is accrued at a rate of 6% or in accordance with your length of service as per the collective agreement (Article 18.1). Eligible for a 100% employer paid comprehensive benefits plan, including health and dental coverage, after completion of probationary period.

**This position requires union membership.**

**How to Apply:**

Eligible candidates are invited to submit a covering letter with their resume detailing their related background, experience and qualifications by noon on Friday, September 5, 2025 to [careers@ourplacesociety.com](mailto:careers@ourplacesociety.com) or to Our Place Society, Attention Ryan Brost, HR Manager, 1027 Pandora Ave, Victoria, B.C. V8V 3P6. Please quote “File #25.103 – Scheduler” in the subject line.

**Please note: All applications must have a cover letter to be considered.**

We appreciate your time and interest in the position. However, due to the volume of applications, only shortlisted candidates will be contacted.

Our Place Society is an equal opportunity employer. We value the diversity of the communities we serve and are committed to engaging and developing a diverse and inclusive workforce. Our Place Society welcomes applications from First Nation, Inuit, Métis, New Canadian, differently-abled, and LGBTQ2S communities.