

Human Resources

ASSISTANT SCHEDULING COORDINATOR



JOB DESCRIPTION

The Scheduling Coordinator Assistant at CAMP-of-the-WOODS works closely with the HR department to analyze and optimize the weekly schedules of Summer Staff. The primary goal of this position is to effectively assist in the scheduling of around 300 people across multiple departments.

REQUIREMENTS

The following are preferred or required:

- Strong organizational skills, flexibility, maturity, and excellent attention to detail
- Have the desire to grow as a professional in your management skills
- Excellent communication skills
- Competent to learn new scheduling systems (When I Work, etc.)

RESPONSIBILITIES

- Act as a liaison between Summer Staff and department heads
- Be personable and outgoing with a variety of different people
- Be patient and empathetic when de-escalating situations
- Work closely with Human Resources to navigate scheduling decisions that serve the best interest of both the Staff and our organization
- Have a problem-solving attitude; must be able to adapt to various problems
- Coordinate the ongoing staffing needs of all of our departments