

[Welcome](#)[Contact Us](#)[Job Details](#)[Login Now](#)[Back](#)

If you are interested in this position, click **Apply Now** and we will walk you through our Online Application process.

[Apply Now](#)

**Title** Expression of Interest: Bus Scheduler

**Department** Parks, Recreation & Culture

**Job Status** Casual/Auxiliary

**Employment Group** CUPE

**Job ID** 19-136

**The Opportunity** **Open to ALL STAFF**

Delta Parks, Recreation & Culture is looking for dynamic and detail-oriented individuals to perform scheduling duties for the Seniors Bus Program.

*\*There is no requirement to post an Expression of Interest. This is not a posting and as such, is not governed by Collective Agreement language under Article 15.*

**Nature & Scope of Work** Responsibilities include:

- Accepting and processing booking requests for the Seniors Bus Program and creating trip schedules;
- Registering new riders;
- Liaising with Seniors Shuttle Bus Drivers;
- Answering telephone and general inquiries;
- Maintaining office records and statistical data;
- Distributing promotional materials to local organizations and businesses, and promoting the Seniors Bus Program at community events.

Eligible employees will have a strong understanding of Microsoft Office (particularly Microsoft Word and Microsoft Excel) and should have experience in a clerical and/or customer service role. A valid BC driver's licence in good standing is required.

**Compensation, Salary and Benefits** The City of Delta provides an hourly wage of \$20.84 - \$24.36 for this position.

**Posting Date** 7/10/2019

**Posting Closing Date** 7/24/2019

[Apply Now](#)