



INTERNAL/EXTERNAL

CROSSING GUARD

Loyalist Township is a growing community of over 15,000 residents situated on the north shore of Lake Ontario between the Town of Greater Napanee and the City of Kingston. The Township is a blend of rural and urban areas with a number of smaller hamlets throughout, including its very own island community, accessible by ferry. The Corporation of Loyalist Township was formed in 1998 through the amalgamation of the former Township of Ernestown, the Township of Amherst Island and the Village of Bath.

Loyalist Township invites applications for the following part-time position:

File No: LT-07-2018 – Crossing Guard
Hours: Variable, part-time or casual, Monday to Friday, September to June
Rate: \$16.04
Closing: OPEN ENDED

A detailed job description is below. Please submit cover letter and résumé marked with the file number to jobs@loyalist.ca

Loyalist Township is an equal opportunity employer. We thank all candidates for their interest, however, only those selected for an interview will be contacted.

The Township provides support in its recruitment processes to applicants with disabilities, including accommodation that takes into account an applicant's accessibility needs. Candidates requiring accommodation during the recruitment process are asked to contact the Human Resources Manager at jobs@loyalist.ca If you are a person with a disability and need Loyalist Township information in another format, please contact 613-386-7351, ext. 100, Monday-Friday 8:30 am to 4:30 pm or e-mail info@loyalist.ca.

JOB DESCRIPTION

POSITION TITLE: CROSSING GUARD

DEPARTMENT: ADMINISTRATIVE SERVICES DEPARTMENT

REPORTS TO: DIRECTOR OF ADMINISTRATIVE SERVICES

UPDATED: August 2, 2011

POSITION SUMMARY:

Under the direction of the Director of Administrative Services, the Crossing Guard's primary responsibility is to provide for the safe movement of children to and from school when crossing public roadways and intersections by observing gaps in the traffic and leading the children across the roadway or intersection.

Crossing guards do not engage in traffic direction or control.

Crossing guards work approximately three hours per day, Monday through Friday, during the school year (September to June). Specific hours may vary from school to school.

QUALIFICATIONS & REQUIREMENTS:

- Secondary School Diploma with preference given to individuals with two years experience as a crossing guard
- Excellent interpersonal skills in order to provide direction to children and adults
- Sound health, especially sight and hearing
- Mental and physical alertness
- Good judgment of speed and distance
- Demonstrated ability to work both independently and as a team
- Excellent organizational, problem-solving, and multi-tasking skills
- Must possess a positive attitude ensuring good public relations and helpful attitude at all times

KEY RESPONSIBILITIES AND DUTIES:

- Assist children on their way to and from school in safely crossing roadways and intersections.
- Watch for gaps in traffic and walk children across the roadway or intersection while holding a "stop" sign in such a manner as to be visible to approaching vehicles.
- Must have the ability to follow oral and written instructions.

- Must have the ability to deal tactfully, but firmly with the public and to effectively enforce established rules and policies for crossing guard operations.
- Must be very reliable and committed to attending the crossing daily.
- Must successfully complete a structured training program annually.

WORKING RELATIONSHIPS

Internal

Frequent communication with the Director of Administrative Services.

External

Daily interaction with Township residents and visitors.

WORKING CONDITIONS:

- Must be able to work outside in all weather conditions.

Approved By:

Director of Administrative Services

Date

Human Resources

Date