



EXTERNAL POSTING

Crossing Guards – Temporary Part-time (seasonal)

Loyalist Township is always looking for reliable, friendly people to join our pool of Crossing Guards. Training will be provided. For more information please read the information below:

Loyalist Township is a growing community of over 17,000 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 temporary part-time positions:

File No: 2020-10 Crossing Guards
Hours: 15 – 17.5 hours per week
Rate: \$15.39 - \$16.70 per hour
Closing: Open Ended

A detailed job description is below. Please electronically submit your cover letter and résumé clearly indicating how your skills and experience are aligned with the position expectations and is marked with the file number to: jobs@loyalist.ca. For more information regarding this position, including required qualifications, please refer to job description below or visit our website at www.loyalist.ca under the Employment section. *As a condition of employment, the successful candidate must consent a Criminal Records Background Check (CPIC) including vulnerable sector screening.*

Loyalist Township is an equal opportunity employer. We thank all candidates for their interest, however, only those selected for an interview will be contacted. If you are a person with a disability and need Loyalist Township information in another format, please contact 613-386-7351, ext. 100 between 8:30 a.m. – 4:30 p.m. or e-mail info@loyalist.ca. 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 Human Resources at hr@loyalist.ca.

Personal information submitted will be used for the sole purpose of this competition. It is collected under the authority of the Municipal Act, RSO 1990, as amended, and will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act, 1999, for employment purposes.

JOB DESCRIPTION

POSITION TITLE: **CROSSING GUARD**

DEPARTMENT: **CORPORATE SERVICES DEPARTMENT**

REPORTS TO: **DEPUTY CLERK**

CLASSIFICATION: **PT CONTRACT**

UPDATED: **March 3, 2020**

POSITION SUMMARY:

Under the direction of the Deputy Clerk, the Crossing Guard's primary responsibility is to provide for the safe movement of pedestrians when crossing public roadways and intersections by observing gaps in the traffic and leading pedestrians 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
- Full sensory abilities with sight and hearing (with or without assistive devices)
- Ability to maintain a high degree of mental concentration, with visual and hearing ability to recognize traffic at a safe distance (approx.300 feet).
- Ability to walk pedestrians safely across busy intersections and react safely and decisively to traffic conditions
- Ability to display a school crossing stop sign (weighing approximately two pounds) in an upright position so that it is visible to vehicular traffic approaching from all directions while extending the other arm parallel for one minute on a frequent basis
- Must always be able to provide good customer service to the public with a positive and helpful approach
- Must be able to use good problem-solving skills, tact and diplomacy for effectively enforcing established rules and policies for crossing guard operations

KEY RESPONSIBILITIES AND DUTIES:

- Obey all established traffic safety regulations to ensure pedestrians are assisted in crossing roadways at designated locations
- Watch for gaps in traffic and walk pedestrians across the roadway or intersection while holding a "stop" sign in such a manner as to be visible to approaching vehicles
- Document and report any incidents, accidents, injuries, hazards or suspicious persons/vehicles to the Supervisor and appropriate Police or School Officials
- 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 and provide a criminal background check, including vulnerable sector screening, annually

WORKING RELATIONSHIPS

Internal

Frequent communication with the Deputy Clerk

External

Daily interaction with Township residents and visitors

WORKING CONDITIONS:

- Must be able to work outside in all weather conditions

Regular work schedule will be 15- 17.5 hours per week.