



Come for a visit. Stay for a lifestyle.

Position: Crossing Guard
Department: Administration
Reports to: Manager of Legislative Services/Deputy Clerk

Position Summary:

The Crossing Guard is responsible for the safe passage of people (especially students/children) at designated traffic crossings.

Duties and Key Responsibilities:

The position will:

- Assist students in crossing roads safely at designated school crossing locations in accordance with the Ontario Highway Traffic Act, Occupational Health and Safety Act and Municipal guidelines.
- Relay information in a clear and concise manner while handling potentially stressful situations.
- Communicate crossing rules and other information to students and adults.
- Obey all regulations to ensure the safe crossing of school children.
- Record license plates of vehicles disregarding traffic signals and report infractions to appropriate authorities.
- Report the unsafe behavior of children to the Supervisor.
- Report to your crossing on time and stay for the entire scheduled shift. If unable to report to your crosswalk, contact an Alternate Crossing Guard as early as possible to ensure coverage at all times.
- Dress neatly and wear the assigned attire ensuring high visibility and recognition.
- Be courteous to students and other pedestrians using the crosswalk and motorists.
- Be attentive and alert while on duty.
- Report problems and unsafe conditions to the Supervisor as soon as possible.

Position Qualifications:

- Enthusiastic and personable attitude.
- Possess good observation skills.
- Interaction with children and the general public in a positive manner.
- Positive customer service skills.
- Strong communication skills, both verbal and written.
- Access to a reliable mode of transportation to crossing guard locations.

- A satisfactory Vulnerable Sector Check prior to employment.

Working Conditions:

- Work outdoors, may be exposed to inclement weather conditions.
- Standing or walking for extended periods of time.
- Work in close proximity to moving traffic.

Decision Making:

- Ability to make quick and accurate decisions while keeping the children safe at all times.

Acknowledgement

Employee Signature: _____

Date: _____