



Job 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 committed to reaching our full collective potential as an employer of choice. We offer excellent pay and access to benefits, including a free membership at the Recreation Centre and free counselling services for staff and their families. Service to our community and each other is what we do.

Loyalist is a growing community of over 17,000 residents situated on the north shore of Lake Ontario between Greater Napanee and the City of Kingston. The Township is a blend of rural and urban areas with several smaller hamlets throughout, including an island community accessible by ferry. It is an outdoor-lovers dream, with a Great Lake on the doorstep and beautiful Canadian shield lakes and provincial parks minutes away to the north. Next door is the historic City of Kingston, which boasts a lively downtown core right on Lake Ontario, full of excellent restaurants and nightlife offerings. We are also connected to large urban centres by the 401, with the GTA two hours to the west and Ottawa two hours to the east.

Loyalist Township invites applications for the following temporary part-time positions:

File No: 2021-27 Crossing Guards
Hours: 15 – 17.5 hours per week
Rate: \$15.70 - \$17.02per hour
Closing:

A detailed job description is below. Use the “Apply Now!” button on go to our website to apply.

[Apply Now!](#)

As a condition of employment, the successful candidate must consent a Criminal Records Background Check (CPIC) including vulnerable sector screening.



JOB DESCRIPTION

POSITION TITLE: CROSSING GUARD
DEPARTMENT: CORPORATE SERVICES DEPARTMENT
REPORTS TO: DEPUTY CLERK
CLASSIFICATION: PART-TIME 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.