



## Employment Opportunity

### Crossing Guard

The Town is currently accepting applications for the position of Crossing Guard. Reporting to the Town Solicitor, Legal & Legislative Services/Clerk, this important role assists children and members of the public in safely crossing busy crosswalks at various designated times of day.

A detailed job description is attached below.

Interested and qualified candidates are invited to submit a cover letter and detailed resume to:

Mail	Email	Fax
Manager, Human Resources 33 Talbot Street South Essex, ON N8M 1A8	<a href="mailto:hr@essex.ca">hr@essex.ca</a> clearly indicate <b>Crossing Guard</b> in the subject line	(519) 776-8811

While we appreciate all applications, we acknowledge only those applicants selected for an interview. The Town of Essex is an Equal Opportunity Employer that is committed to inclusive, barrier-free recruitment and selection processes and providing accommodations for people with disabilities. If you require an accommodation, we will work with you to meet your needs. Accommodation may be provided in all parts of the hiring process.



## **Position Description**

<b>Position Title:</b>	<b>Crossing Guard</b>
<b>Department:</b>	<b>Office of the CAO</b>
<b>Division:</b>	<b>Legal &amp; Legislative Services</b>
<b>Reports To:</b>	<b>Town Solicitor, Legal &amp; Legislative Services/Clerk</b>
<b>Employee Group</b>	<b>None</b>

### **Summary:**

The Crossing Guard provides 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.

### **Position Roles and Responsibilities:**

- Assist children on their way to and from school in safely crossing roadways and intersections
- Watch for gaps in traffic and walk children across roadway or intersection while holding a “stop” sign in such a manner as to be visible to approaching vehicles
- Communicate traffic and crossing rules and other information to students and adults
- Record license numbers of vehicles disregarding traffic signals, and report infractions to appropriate authorities
- Keep current by participating in job-related training
- Communicate positively and effectively
- Understand and act in accordance with the Town of Essex policies and procedures and Ontario Health and Safety Act

### **Working Conditions:**

- Occasional exposure to the elements
- Occasional exposure to unpleasant or irate people
- Traffic areas

**Minimum Qualifications:**

- Minimum Grade 12
- Previous experience working with children would be considered an asset
- Effective verbal communication skills
- Ability to deal effectively and courteously with the children and general public

**Special Requirements:**

- Satisfactory Vulnerable Sector Police Clearance
- Completion of all safety related training