



EMPLOYMENT OPPORTUNITY

Crossing Guard Alternate

The Town of Essex accepts applications for the position of Crossing Guard Alternate on a year round basis. Reporting to the Manager, Legislative Services/Clerk, the Crossing Guard Alternate provides Crossing Guard services when our permanent Crossing Guards are not available.

If you would like to apply for the position of Crossing Guard Alternate, please submit a resume to:

Mail:	Email:	Fax:
Manager, Human Resources 33 Talbot Street South Essex, ON N8M 1A8	hr@essex.ca clearly indicating Crossing Guard Alternate in the subject line	(519) 776-8811

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

Position Title: Crossing Guard Alternate

Department: Clerk

Division: Corporate Services

Immediate Supervisor: Manager, Legislative Services/Clerk

Positions Supervised: None

Bargaining Unit: None

Summary:

On an as needed basis, the Crossing Guard Alternate 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.

Job Scope

The Crossing Guard Alternate works as needed and must be available for any of the three (3) shifts per day, Monday through Friday, during the public school year (September through June).

Duties & 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