



Job Description

JOB TITLE:	Crossing Guard
DEPARTMENT:	Legislative Services
SUPERVISOR'S TITLE:	Customer Service Coordinator
SUPERVISES:	Directly: None
	Indirectly: None
JOB DESCRIPTION DATE:	October 2022

POSITION SUMMARY

The Town of Shelburne is now hiring qualified individuals for the Town's School Crossing Guard program. School Crossing guards are responsible for ensuring children are crossed safely at designated crossing locations within the Town. We are looking for individuals who are committed and reliable, interested in the well-being of children and willing to offer a great service to the community.

DUTIES AND RESPONSIBILITIES

- Control the flow of traffic to allow for the safe, supervised crossing of students and pedestrians.
- Communicate clearly and effectively using spoken commands and hand signals.
- Abide by the Highway Traffic Act – as applicable to School Crossing Guards.
- Reports site safety conditions at designated school crossing location to Coordinator.
- Document and report incidents to OPP, including reporting vehicles which have failed to obey stop requests.
- Exercise sound judgment in determining safe opportunities to cross students and pedestrians, based on weather conditions, road conditions, distance and speed of traffic, gaps in traffic and distracted driving.
- Maintain a friendly and positive attitude towards children, their guardians, and the public.

QUALIFICATIONS AND EXPERIENCE

- Demonstrated ability to give clear concise instructions to all age groups.
- Excellent customer service skills.
- Minimum Grade 12.
- Previous experience working with children would be considered an asset.

SKILLS

- Ability to utilize and apply instructions provided by the Coordinator.
- Strong customer service and communication skills.
- Good interpersonal skills.
- Ability to be a team member, however able to work independently with minimum supervision.
- Ability to communicate in a calm professional manner under pressure.

REQUIREMENTS

- Good Vision – must be able to see vehicles, different colours, children and signal indications etc.
- Good Hearing – Must be able to communicate with children, parents and hear vehicles approaching etc.
- General Alertness – ability to assess vehicles stopping, anticipate children and motorist actions etc.
- Sure Footing – Able to walk on snow, ice and other inclement weather-related conditions.
- Must be able to obtain a satisfactory [Vulnerable Sector Check](#) via OPP at own expense.
- Required to work outdoors in various weather and traffic conditions.
- Must be able to work split shifts (morning and afternoon) and have access to reliable transportation to get to the work site.
- Holding arm up at shoulder height and bending elbow, extending arm above head, holding stop sign (approximately 2 lbs.) for 1 minute intermittently for a 60-minute period.
- Keep current by participating in job-related training.
- First Aid & CPR Training would be an asset.

Working Conditions:

- Regular exposure to outdoor conditions.
- Ability to stand up for approximately 2-hour duration per day.
- Exposure to traffic and pollution (noise and air)

QUESTIONS?

Questions about the School Crossing Guard position may be directed to Patti Hossie at 519-925-2600 ext. 238 or by email at phossie@shelburne.ca

The Town of Shelburne has made a commitment to diversity, equity, inclusion and belonging and are at the beginning of this journey. We recognize the value of diverse perspectives and lived experiences, and the importance of creating an environment that embraces and supports these. We are committed to creating and fostering a workplace where all employees, regardless of race, colour, ancestry, creed (religion), place of origin, ethnic origin, citizenship, sex (including pregnancy), gender identity and expression, sexual orientation, age, marital status, family status, and disability feel a sense of dignity and belonging. As such, we seek to attract, develop, and retain highly talented employees with a variety of identities and backgrounds, in order to better reflect the growing diversity of the Town of Shelburne.

All applicants are thanked for their interest. Only those selected for an interview will receive a response. Information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of job selection and will not be used for any other reason. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance.