



Job Description

JOB TITLE:	Crossing Guard
DEPARTMENT:	Legislative Services
SUPERVISOR'S TITLE:	Customer Service Coordinator
SUPERVISES:	Directly: None
	Indirectly: None
JOB DESCRIPTION DATE:	February 2024
UPDATED:	April 2026

POSITION SUMMARY

Crossing Guards are responsible for the safe, supervised crossing of students and pedestrians at designated locations within the Town. The position is carried out in accordance with Town policies, procedures, training, and applicable traffic legislation. The role requires strong situational awareness, sound judgment within established guidelines, and consistent adherence to safety protocols in a high-visibility, public-facing environment.

This is a seasonal, part-time position aligned with the school academic calendar. Duties are performed during school arrival and dismissal periods when schools are in session.

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.
- Report site safety conditions at designated school crossing location to Coordinator.
- Document and report all incidents to the Supervisor or designate in accordance with Town procedures. Escalate to the OPP or appropriate authorities in accordance with Town procedures where required due to non-compliance or immediate safety risk.
- Apply training and follow established Town procedures to assess safe crossing opportunities, considering environmental conditions, traffic flow, visibility, and pedestrian safety risks.
- 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.
- Strong customer service and interpersonal skills.
- Previous experience working with children would be considered an asset.

SKILLS

- Strong communication skills, with the ability to give clear, concise instructions using spoken commands and hand signals.
- Ability to interact professionally, calmly, and respectfully with children, caregivers, and the public.
- Ability to remain composed and effective when working under pressure or in challenging situations

REQUIREMENTS

- Vision – Ability to accurately judge vehicle distance and speed, distinguish traffic signal colors, and maintain a wide field of vision in various lighting and weather conditions.
- Hearing – Ability to detect and localize emergency sirens, vehicle engines, and verbal communications amidst ambient traffic and environmental noise.
- Situational Awareness – Ability to monitor and assess traffic conditions, including vehicle movements and pedestrian behaviour, and respond appropriately to maintain safe crossings.
- Mobility – Ability to walk and maintain stable footing on uneven, slippery, and snow- or ice-covered surfaces in all weather conditions.
- Must be able to obtain a satisfactory [Vulnerable Sector Check](#) via OPP at own expense prior to commencing in role.
- Required to work outdoors in various weather and traffic conditions.
- This is a part-time, school-year position with scheduled morning and afternoon shifts aligned with school arrival and dismissal times. Consistent attendance and punctuality are essential to ensuring safe and reliable crossing coverage.
- Ability to repeatedly raise, hold, and lower a handheld stop sign (approx. 2 lbs.) at or above shoulder height for short intervals throughout a shift.
- Keep current by participating in job-related training.
- First Aid & CPR Training would be an asset.
- Working knowledge of occupational health and safety principles and commitment to following all applicable legislation, procedures, and training related to safe work practices.
- Must wear Town-issued/approved safety equipment and uniform at all times while on duty.
- Adhere to the Allowance Guidelines for Crossing Guards.

Working Conditions:

- Regular outdoor work in all weather conditions
- Exposure to traffic, noise, and air pollution