

# The Corporation of the Town of Lakeshore

## Part Time Seasonal Employment Opportunity Internal / External Posting

**Position:** Alternate Crossing Guard

**Salary:** \$14.70/hr

**Reports to:** Director of Legislative and Legal Services

### **Purpose of Position:**

Reporting to the Director of Legislative and Legal Services, this position is responsible for providing the safe movement of children to and from school when crossing public roadways and intersections during peak hours of traffic flow by observing gaps in the traffic and instruct the children to cross the roadway or intersection when it is safe to do so.

### **Qualifications:**

- High School Diploma or equivalent
- Previous experience working with children

### **Knowledge:**

- Well-developed communication skills in order to deal with children and adults
- Working knowledge of the Highway Traffic Act and Occupational Health and Safety Act as it relates to this position

### **Physical Skill and Effort**

- No special physical skills required

### **Major Responsibilities:**

- Assist children on their way to and from school in safely crossing roadways and intersections.
- Watch for gaps in traffic and instruct children to cross the roadway or intersection while holding a “stop” sign in a manner as to be visible to approaching vehicles.
- Communicate traffic and crossing rules to students and adults.
- Record license numbers of vehicles disregarding traffic signals, and report infractions to appropriate authorities.
- Wear required safety equipment as provided by the Town.
- Obey all established traffic safety regulations.
- Report unsafe behaviour of children to school officials.

## **Decision Making and Judgement:**

- Work is performed under the general direction of the Clerk with access to municipal policies, procedures, bylaws and regulations.

## **Interpersonal Skills:**

Interpersonal skill to liaise with the public and fellow staff members in a friendly and co-operative manner.

### **Internal**

With Clerk to ensure work responsibilities are met.

With Clerk and other staff to obtain and provide information as necessary.

### **External**

With children, adults and general public.

## **Working Conditions:**

### **Environment**

- Outdoors
- Occasional exposure to varying weather conditions

### **Control over Work Schedule**

- Hours are part time and will be established by the Clerk
- Hours of work will not exceed 24 per week
- Hours of work vary between 7:00 am - 9:30 am, and 2:00 pm to 4:00 pm Monday through Friday during the months of September to June

## **NOTES:**

Interested candidates should submit a resume stating their qualifications for the position not later than 8:30 am on Monday, September 24, 2018 electronically to [jobs@lakeshore.ca](mailto:jobs@lakeshore.ca) clearly indicating Alternate Crossing Guard in the subject line.

*While we appreciate all applications, we acknowledge only those applicants invited for an interview. Personal information is collected under the authority of the Municipal freedom of Information and Protection of Privacy Act and will only be used for the purpose of determining eligibility for this competition. The Town of Lakeshore is an equal opportunity employer. Accommodations under the requirements of the Accessibility for Ontarians with Disabilities Act (AODA) must be made known in advance and will be provided upon request*