



## Become a Part-time School Crossing Guard with the Municipality of Trent Hills

If you are someone that cares about the safety of children, is trustworthy, dependable and willing to work a few shifts during the day, you should consider becoming a School Crossing Guard.

You will not only play a vital role in getting children to and from school safely, you will be protecting the future of our community.

The Municipality has 9 locations throughout Trent Hills where Crossing Guards are currently stationed; Campbellford (6), Hastings (2) and Warkworth (1).

In order for the Municipality to ensure that all crossings have appropriate coverage, we are seeking individuals who are interested in becoming an **Alternate Crossing Guard**.

Please visit [www.trenthills.ca](http://www.trenthills.ca) for the complete Crossing Guard job description.

Please send your resume marked "Crossing Guard Competition – Confidential" to the following address:

Kari Petherick, Coordinator of Human Resources  
Municipality of Trent Hills  
P.O. Box 1030  
66 Front Street S  
Campbellford, ON K0L 1L0  
Telephone: (705) 653-1900 ext. 225  
[kari.petherick@trenthills.ca](mailto:kari.petherick@trenthills.ca)  
[www.trenthills.ca](http://www.trenthills.ca)

All information is collected in accordance with the Municipal Freedom of Information and Protection of Privacy Act R.S.O. 1990, Chapter M45. We thank all applicants who apply but advise that only those selected for an interview will be contacted. In accordance with the Accessibility for Ontarians with Disabilities Act, the Municipality of Trent Hills is pleased to accommodate individual needs of applicants with disabilities within the recruitment process. Please call 705-653-1900 ext. 225 or email [kari.petherick@trenthills.ca](mailto:kari.petherick@trenthills.ca) if you require an accommodation to ensure your participation in the recruitment and selection process.



**Position:** Crossing Guard  
**Department:** Administration  
**Reports to:** Deputy Clerk

### **Position Summary:**

The Crossing Guard is responsible for the safe passage of people (especially students/children) at designated traffic crossings.

### **Duties and Key Responsibilities:**

The position will:

- Assist students in crossing roads safely at designated school crossing locations in accordance with the Ontario Highway Traffic Act, Occupational Health and Safety Act and Municipal guidelines.
- Relay information in a clear and concise manner while handling potentially stressful situations.
- Communicate crossing rules and other information to students and adults.
- Obey all regulations to ensure the safe crossing of school children.
- Record license plates of vehicles disregarding traffic signals and report infractions to appropriate authorities.
- Report the unsafe behavior of children to the Supervisor.
- Report to your crossing on time and stay for the entire scheduled shift. If unable to report to your crosswalk, contact an Alternate Crossing Guard as early as possible to ensure coverage at all times.
- Dress neatly and wear the assigned attire ensuring high visibility and recognition.
- Be courteous to students and other pedestrians using the crosswalk and motorists.
- Be attentive and alert while on duty.
- Report problems and unsafe conditions to the Supervisor as soon as possible.

### **Position Qualifications:**

- Enthusiastic and personable attitude.
- Possess good observation skills.
- Interaction with children and the general public in a positive manner.
- Positive customer service skills.
- Strong communication skills, both verbal and written.

- Access to a reliable mode of transportation to crossing guard locations.
- A satisfactory Vulnerable Sector Check prior to employment.

**Working Conditions:**

- Work outdoors, may be exposed to inclement weather conditions.
- Standing or walking for extended periods of time.
- Work in close proximity to moving traffic.

**Decision Making:**

- Ability to make quick and accurate decisions while keeping the children safe at all times.

**Acknowledgement**

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_