



VILLAGE OF PUGWASH CROSSING GUARD

Part time: September - June
3-4 hours/day, Monday to Friday

Crossing Guard Skills and Duties

The primary duty of this position is to escort pedestrians, particularly school children, across the street safely when there are gaps in traffic. As a crossing guard, you are always the first person into the street, and then you remain there until all pedestrians are safely across. While doing this job, you will also be responsible for stopping traffic when necessary, reporting unsafe behavior of pedestrians and recording and reporting infractions on the part of drivers. It is NOT the job of a crossing guard to enforce traffic laws. Other crossing guard duties include:

- Directing and controlling traffic, when properly trained and authorized
- Using signs, hand signals or flags to warn drivers of traffic hazards
- Informing both children and adults of traffic rules
- Acting as role models to help children learn the skills needed for safely crossing the street, even in the absence of a crossing guard.

Crossing Guard Skills and Abilities

An ideal person for this position is a good communicator, sharp-eyed, perceptive and interested in helping others. Being able to read and understand others' reactions is beneficial for promoting safety. As a crossing guard, you should have knowledge local traffic laws and regulations. Other beneficial attributes for this position include:

- Problem-solving ability
- Good vision
- Good hearing
- Decision-making ability
- Ability to multi-task
- Assertive personality

Requirements

High school education

Physically fit

RCMP background check (Vulnerable Sector)

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Work largely unsupervised.

Preference

Non smoker

First Aid/CPR training



PERSONNEL POLICIES

CROSSING GUARD

RESPONSIBLE TO: Clerk Treasurer

Working hours: three shifts per day each at least one hour long. 8am to 3pm (times may vary)

Lunch break: between shifts

Employee is expected to maintain own time sheet and its accuracy.

Payment is weekly and by cheque.

The time sheet must be accurately filled in and signed before a cheque will be issued.

Vacation pay will be included in earnings each week, unless otherwise directed to the Clerk.

All earnings are reported by the Village to Revenue Canada. It is the employee's responsibility to claim all their own earnings to Revenue Canada.

Overtime:

Overtime rates do not apply until employee exceeds 48 hours in a week.

Overtime hours will be granted at a rate of 1.5 times the regular rate.

Physical Appearance: Employee is expected to keep a neat, clean and tidy appearance.

Appropriate work clothes are to be worn, e.g. Work shirts or T-Shirts, appropriate jeans or work pants, overalls and footwear. High visibility vest (supplied) must be worn.

Trust: Must maintain the confidentiality of the Commissioners and staff of the Village of Pugwash.

Discipline: In the event that an employee does something to warrant a verbal warning from the Clerk, a record of that warning will be kept. If the behaviour continues, a written warning may be issued. If the employee does not comply with the direction or policy in question, their employment may be terminated.

Termination of Employment: Employees must give at least two weeks' notice in writing to the Village Clerk.

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