



<b>Position</b>	School Crossing Guard
<b>Department</b>	Protective Services Department
<b>Division</b>	Non Union
<b>Pay Grade</b>	3
<b>Range</b>	\$19.51 - \$24.82 (2025 Approved Wage Grid)
<b>Supervisor</b>	By-Law Enforcement Supervisor
<b>Status</b>	Part-Time & Casual

### **Job Summary:**

The Town of Carleton Place is seeking a responsible and punctual individual to join our team as a School Crossing Guard. The successful candidate will be responsible for assisting school children in safely crossing streets during designated times at key crossing locations. This role plays a critical part in ensuring the safety of our community's children, requiring good judgment, an understanding of road safety, and the ability to remain calm under pressure.

### **Key Responsibilities:**

- Assist school children in safely crossing roads at designated locations in compliance with the Ontario Highway Traffic Act and Town policies.
- Use appropriate authority to stop traffic and ensure safe passage across busy streets.
- Report any safety concerns, including issues with children or motorists, to the By-law Enforcement Supervisor.
- Adhere to safety protocols, including wearing mandatory safety equipment supplied by the Town.
- Maintain punctuality and reliability for all assigned shifts.
- Ensure a calm demeanor and exercise good judgment, particularly during emergencies or unexpected traffic situations.

### **Qualifications and Requirements:**

- Previous experience in a related role is an asset, but not required.
- Must be physically fit, able to stand or walk for up to 4 hours per day, and capable of crossing the road safely and quickly.
- Knowledge of the Occupational Health & Safety Act and Highway Traffic Act.
- Strong customer service skills, with the ability to work independently.
- A satisfactory criminal record and vulnerable sector screening check (dated within the last 30 days) is required as a condition of employment.

**Working Conditions**

- Must be available for split shifts Monday to Friday during school hours (morning and afternoon).
- Must be willing to work in all types of weather conditions, including heat, cold, rain, and snow.

**Why Join Us:**

- Be part of a supportive and dynamic team within the growing community of Carleton Place.
- Opportunities to make a difference in the safety and well-being of children.

**Application Deadline:**

Accepting applications until positions are filled.

**How to Apply:**

Please send your resume and cover letter to [hr@carletonplace.ca](mailto:hr@carletonplace.ca)

**The Town of Carleton Place is an equal opportunity employer**

We are committed to fostering a diverse and inclusive workplace free from discrimination. We welcome applications from individuals of all backgrounds and abilities. If you require accommodations during the recruitment process, please contact us at [hr@carletonplace.ca](mailto:hr@carletonplace.ca) and we will work with you to meet your needs.

We thank all applicants for their interest; however, only those selected for an interview will be contacted.