



## TOWNSHIP OF UXBRIDGE EMPLOYMENT OPPORTUNITY

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|-----------------------------|--------------------------------------------------|
| <b>DEPARTMENT:</b>          | Public Works and Operations                      |
| <b>JOB TITLE</b>            | Crossing Guard (Spare Position)                  |
| <b>AFFILIATION:</b>         | Staff                                            |
| <b>HOURS OF WORK</b>        | 1–6 hours/day   5–30 hours/week                  |
| <b>IMMEDIATE SUPERVISOR</b> | Nadine Messina, Contract & Project Administrator |

Date modified: September 2025

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### POSITION SUMMARY:

The Township of Uxbridge is seeking responsible and safety-minded individuals to join our team as Spare Crossing Guards. This role plays a critical part in ensuring the safety of elementary school children as they travel to and from school. Crossing Guards are stationed at designated crosswalks to assist students in safely crossing busy intersections.

We offer both full-time positions (with regularly scheduled locations) and spare positions (on-call coverage for absences or additional support needs). This provides flexibility for individuals with varying availability and interest levels.

### KEY RESPONSIBILITIES:

- Safely stop traffic to allow school children to cross the street at designated locations.
- Arrive on time and remain at your assigned location during scheduled shift times, including before school, during lunch breaks, and after school.
- Maintain a professional and respectful demeanor when interacting with residents and the public.
- Protect the privacy and confidentiality of all individuals in accordance with the Municipal Freedom of Information and Protection of Privacy Act.
- Communicate courteously and effectively with students, parents, the public, and Township staff.
- Perform other related duties as assigned.

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The above statements reflect the principal responsibilities of the job and shall not be construed as a detailed description of every aspect that may be inherent in the job or incidental to it.

## QUALIFICATIONS AND REQUIREMENTS:

- Must be 16 years of age or older
- Strong sense of responsibility and commitment to child safety.
- Reliable, punctual, and able to work independently in all weather conditions
- Physically and mentally fit (able to stand, walk, and remain alert for up to 2.5 hours)
- Strong verbal communication skills and a calm, courteous demeanor
- Comfortable working split shifts and being outdoors
- Must wear required safety gear and maintain a clean, professional appearance
- Completion of a Criminal Information Request (background check) is mandatory
- Awareness of relevant safety legislation and best practices.
- Knowledge of Township policies, procedures, and programs is an asset.
- Uxbridge Crossing Guard Procedure Manual will be provided to successful candidate and must be followed at all times.

## WORKING CONDITIONS:

- Outdoor position; must be able to work in various weather conditions (rain, snow, heat, etc.).
- Requires standing for extended periods and wearing appropriate safety equipment provided by the Township.

If you are interested in making a difference in your community and ensuring the safety of local school children, we encourage you to apply. Whether you're looking for a regular schedule or on-call flexibility, we have opportunities for you.

Qualified and interested candidates should submit an electronic or hard copy resume and cover letter addressed to Nadine Messina, Contract & Project Administrator at [nmessina@uxbridge.ca](mailto:nmessina@uxbridge.ca) or in the secure drop-box located outside the Township of Uxbridge Municipal Offices (51 Toronto St S, Uxbridge, ON, L9P 1T1) in a sealed envelope, no later than **September 30th, 2025 at 2:00pm**.

*We thank all applicants and advise that only those to be interviewed will be contacted. The Township is an Equal Opportunity Employer in accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code (OHRC). The Township of Uxbridge will provide accommodations throughout the recruitment and selection and/or assessment process to applicants with disabilities and/or needs related to the OHRC. Personal information provided is collected under the authority of The Municipal Freedom of Information and Protection of Privacy Act.*