



VOLUNTEER TITLE: Supervisor
DEPARTMENT: K-9 Crosswalk
CATEGORY: 1
LAST UPDATED: June 2020

SUMMARY:

To help children, staff and families safely cross from the parking lot to the school sidewalk or the reverse in the afternoon. To ensure the safety and well-being of the students.

DUTIES AND RESPONSIBILITIES:

- The primary responsibility of an adult school crossing guard is to help children safely cross the street as they walk or bicycle to and from the school sidewalk and the parking lot.
- Discourage children from behaving unsafely near traffic, such as darting into the lane without looking. A guard can encourage safe behaviour by all pedestrians at the school crossing.
- Use existing gaps in traffic to help students cross safely. When the natural traffic flow does not allow enough time for children to safely cross a street, a guard may need to create gaps by stopping traffic temporarily. The guard stops traffic with hand signals or a STOP paddle, then verbally directs children to cross the street.
- A guard is always the first person in the street and the last person out of the street.
- Alert motorists that pedestrians are in the process of using the school crossing by using the STOP paddle.
- Observe and report any incidents or conditions that present a potential safety hazard to the school children or the guard.
- Ensure any students not picked up after 15 minutes are escorted back into the school with their personal belongings.
- Wear high visibility safety vest.
- Use STOP paddle as needed.
- Set out or return traffic cones to storage area.
- Sign off on supervision on the supervision schedule.

REQUIRED QUALIFICATION AND EXPERIENCE:

- Ability to interact with students and parents in an effective manner.
- Ability to communicate effectively using tact and discretion in the explanation and clarification of information.
- Ability to use judgement in applying established methods and procedures.
- Physical ability to perform the required duties.
- Punctual and dependable.
- Completed Volunteer Application including Criminal Record Check.