

**PROVIDENCE CITY**  
**FINANCE AND RECORDS DEPARTMENT**  
**Crossing Guard, Part-time regular position**

**Essential Duties:** Provides assistance to children and other pedestrians in crossing at specified streets during specified times along school routes; assembles children and other pedestrians behind curb lines awaiting traffic lulls; interrupts traffic and escorts pedestrians into the street allowing them to cross safely; instructs children in proper procedures for safe street crossing; observes vehicle movements and safety permitting, records license numbers of vehicles whose drivers are jeopardizing the safe street crossing by operating their vehicles in an unsafe manner and reports them to the Cache County Sheriff Deputy assigned to Providence City; and reports students who do not adhere to safe street crossing procedures to appropriate school officials. Perform other duties as assigned.

**Selection Factors:** *Knowledge of:* basic safety rules and basic safe driving rules and procedures. *Skill in:* verbal communication, etiquette, and good people skills. *Ability to:* communicate effectively with children and adults; understand and follow oral and written instructions; and maintain cooperative relationships with those contacted in the course of work activities.

**Minimum Requirements:** A high school diploma (or its equivalent) and any experience which would display an ability to perform the work.

**Environmental Factors:** Must possess stamina to stand for long periods of time; mobility to escort pedestrians across streets; ability to work out of doors in all weather conditions and with exposure to traffic; vision to read printed materials and license plates; and hearing and speech to communicate in person. Be able to lift, carry, push, pull, or otherwise move objects weighing up to 30 pounds.

**Hours:** Monday through Friday during school hours and days, approximately 20 hours per week.

**Starting Wage:** \$11.25 per hour depending on experience and qualifications. The applicant selected will generally start at the lowest posted wage.