



# CITY OF INGLEWOOD



*Human Resources Department*

Announces a Part-Time Opportunity

## SCHOOL CROSSING GUARD

**SALARY: \$10.16 per hour (Flat Rate)**

### **DEADLINE TO APPLY:**

Applications will be accepted by the Police Personnel Department located on the 2<sup>nd</sup> floor of City Hall until a sufficient number of qualified applications have been received, but no later than August 29, 2013.

**THE POSITION OF SCHOOL CROSSING GUARD** is responsible for providing instruction to school children regarding safe movement across city streets at assigned intersections; instructing school children and other pedestrians to wait at curbs for breaks in traffic; escorting children across streets and halting traffic, as required; providing information and recommendations to supervisor regarding potential safety concerns at assigned locations. In addition, other duties may include but are not limited to reporting persons or suspicious individuals found loitering near school grounds; reporting traffic accidents involving school children to Police Department staff and immediate supervisor and other parties as required. Incumbents in this position will identify and report dangerous road conditions and missing or broken traffic signs to appropriate City staff. Incumbents in this position will be required to work early morning and afternoon shifts, and in inclement weather as necessary.

### **MINIMUM QUALIFICATIONS:**

Completion of sufficient education and/or training to read, write and communicate in English at a level reasonable for successful job performance. One year of recent paid or volunteer experience working with the public. Experience working with children is highly desirable. Possession of a valid cardiopulmonary resuscitation and first aid certificate is desirable.

### **SELECTION PROCESS:**

Applicants must be knowledgeable of basic traffic laws, quality customer service techniques and applicable safety rules, practices and procedures. Selected individuals will be fingerprinted and must complete a medical questionnaire prior to formal appointment.

### **PART-TIME EMPLOYMENT:**

Seasonal Temporary or Part-time employees work less than 20 hours per week **OR** less than fifty-two (52) weeks per year **AND** are not classified as civil service. Part-time, seasonal, and temporary positions do not come with fringe benefits.

### **NOTE:**

In accordance with the Immigration Reform and Control Act of 1986, all persons hired after 1986 must verify identity and entitlement to work in the United States by providing required documentation. The City of Inglewood is an Equal Employment Opportunity Employer complying with the law that forbids discrimination and ensures that everyone is provided equal opportunities regardless of Race, Color, Disability, Sex, Religion, Age or National Origin.

**OPENS: August 1, 2013**