



# Englewood

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Human  
Resources

2-10 N. Van Brunt St. • Englewood, N.J. 07631 • (201) 871-6660 • Fax (201) 567-3678

## PLEASE POST

July 19, 2019

**TO:** All Interested Parties

**FROM:** Human Resources

**SUBJECT:** Crossing Guard Positions Available

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The City of Englewood has several openings available for the position of Crossing Guard.

This is a part-time, seasonal, unclassified position. Hours vary with a minimum of three (3) hours per day.

The starting salary is \$12.00 per hour.

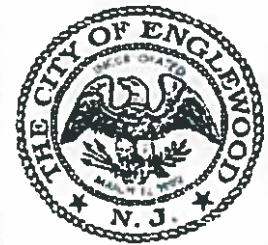
Anyone interested in this position should apply in person at the Englewood Police Department Traffic Division. The Police Department is located at 75 South Van Brunt Street in Englewood, NJ.

A complete job description and flyer is attached.

cc: Chief L. Suffern, Police Department  
Sgt. L. Martin, Police Department

BECOME A CITY OF ENGLEWOOD

# CROSSING GUARD



**MONDAY - FRIDAY**

**\$12.00/HR**

(starting salary)

**AM & PM HOURS**

(minimum of 3hrs per day)

- Must clear a background check
- Must clear a medical, vision and hearing exam
- Must complete mandatory, safety training

**Full Job Description Online:**

1. Go to [www.cityofenglewood.org](http://www.cityofenglewood.org)
2. Mouse click Government
3. Mouse click Departments
4. Mouse click Human Resources



**APPLY TODAY:**

Englewood Police Department  
Traffic Division  
75 South Van Brunt Street  
Englewood, NJ 07631  
201-568-2863



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## CROSSING GUARD

### DEFINITION

Under the direction of the Police Chief and the division of traffic supervisors, crossing guards are responsible for monitoring traffic flow, to locate safe gaps and to direct or escort pedestrians across streets.

### EXAMPLES OF WORK

- Direct actions of children and traffic at street intersections and school entrances to ensure safe crossings.
- Oversee, guide and/or control vehicular and pedestrian traffic flow during the school day, to include but not limited to delayed openings and early dismissals.
- Communicate traffic and crossing rules and other information to students and adults.

### QUALIFICATIONS

#### Education, Experience and Licenses, etc.

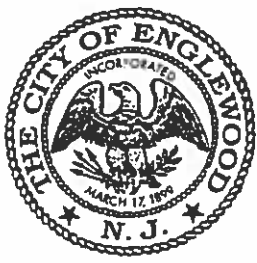
There is no formal education and experience requirement for this job but all candidates:

- Must be a citizen and resident of New Jersey;
- Must be able to read, write, speak and understand English sufficiently to perform the duties of this position.
- Must fulfill a two-hour classroom training, set by the NJ State Statute
- Must meet and pass a qualifying pre-employment background check and physical evaluation, to include, but is not limited to vision and hearing exams.
- Must be able to lift and hold in position a stop sign weighing approximately 1 pound while holding the opposite hand in an upright, raised position.
- Must be able to walk and stand for an entire shift which can range in duration from one-half hour to two hours or more.

#### Preferred Knowledge, Skills and Abilities

- Ability to think and react independently to various situations.
- Ability to follow oral and written instructions
- Ability to relate to people in a positive manner.
- Ability to establish and maintain to effective working relationships.

Revised 7.2019



# City of Englewood – Crossing Guard General Interest Form

City of Englewood  
2-10 N. Van Brunt Street  
Englewood, NJ 07631

Today's Date \_\_\_\_\_

Email Address: \_\_\_\_\_

## PERSONAL INFORMATION

Last Name: \_\_\_\_\_ First: \_\_\_\_\_ Middle Initial: \_\_\_\_\_

Street address: \_\_\_\_\_ Primary Phone #: \_\_\_\_\_ Secondary Phone #: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

### AVAILABILITY (CHECK ALL THAT APPLY)

#### School Year (Sept – June)

- 7:30am – 9:00am Mon - Fri
- 2:30pm – 3:30pm Mon - Fri \*Early Dismissal as Required

#### Summer School (July – August)

- 8:00am – 9:00am Mon - Fri
- 12:00pm – 1:00pm Mon – Fri

#### Summer Pools (Last Day of School – Labor Day)

- 12:30pm – 3:30pm Sun – Sat (5 days only)
- 3:30pm – 6:30pm Sun – Sat (5 days only)
- 6:30pm – 9:00pm Fri & Sat

#### I am interested in working while I am home from college for:

- Winter Recess \_\_\_\_\_
- Spring Break \_\_\_\_\_

### Crossing Posts

- Durie Ave & Highland Street
- Durie Ave & Roosevelt Square
- Englewood Ave & Lafayette Place (2)
- Grieco School (Front)
- Hamilton Ave & Pindle Ave
- Knickerbocker Road & Liberty Road
- Knickerbocker Road & Tryon Ave
- Tenafly Road & Cambridge Ave
- Tenafly Road & Demarest Ave
- Tenafly Road & Durie Ave
- Tryon Ave & Howell Road
- Tryon Ave & Liberty Road
- Quarles School
- W. Palisade Ave & Monument (3)

### Summer Posts

- Englewood Ave & Armory St
- Englewood Ave & William Street
- Mackay Park Gatehouse
- Tryon Pool

I hereby certify that the information provided by me is true and that I am eligible to work in the United States. I understand that completion of this form does not function as a formal application; however, it allows the City of Englewood to assess interest and gather information to contact me, as positions become available. I further understand that the Police Department's Division of Traffic is seeking to hire candidates who meet the requirements outlined in the job description and with maximum availability.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date