



BOYS & GIRLS CLUBS
OF METRO SOUTH

Boys & Girls Clubs of Metro South
Job Description

TITLE: Crossing Guard
JOB FAMILY: Operations
FLSA STATUS: Non-Exempt
REVISED: July 2026

DESCRIPTION:

The Crossing Guard reporting to the Transportation Coordinator is responsible for ensuring the safe crossing of children, families, and pedestrians at designated intersections before and after school or during assigned program hours. This position requires vigilance, sound judgment, and a commitment to public safety while providing courteous assistance to Club members, parents, staff, and community members.

ESSENTIAL FUNCTIONS:

This list below includes essential functions that may or may not be assigned to an individual within this role. They are, however, all areas of focus that fall under the umbrella of this position. These duties do not necessarily constitute a full list of responsibilities.
crossing guard job description

- Safely assist pedestrians in crossing streets at designated crosswalks and intersections.
- Monitor traffic patterns and identify safe opportunities for pedestrians to cross.
- Use approved traffic control equipment, including stop paddles and reflective safety gear, in accordance with local and state regulations.
- Remain alert to changing traffic, weather, and pedestrian conditions.
- Promote safe pedestrian behaviors by modeling and reinforcing proper crossing procedures.
- Communicate courteously and professionally with members, parents, motorists, Club staff, and community members.
- Report unsafe traffic conditions, accidents, or suspicious activity to the appropriate authorities or supervisor.
- Arrive on time and maintain consistent attendance during assigned shifts.

QUALIFICATIONS:

- High school diploma or equivalent preferred.
- Previous experience working with children or in public safety is desirable but not required.
- Ability to exercise sound judgment and remain calm under pressure.
- Ability to complete local regulations and training on constable or other designated certification.
- Ability to work independently with minimal supervision.
- Technological proficiency, including a command of the Microsoft Office Suite, and familiarity with using a database to track and extract information.

- Exemplary communication skills (written and verbal) are needed, including the ability to present in front of large groups, interact with and motivate stakeholders, represent the organization at community events and meetings, and write professionally in emails, etc.
- Ability to relate effectively to diverse groups of people (staff, families, youth, etc.) and a track record of building and sustaining meaningful relationships with individuals and teams from all socioeconomic backgrounds.
- Commitment to professionalism including high expectations and standards of quality, a strong work ethic and personal code of ethics, accountability, and dependability.
- Self-motivated and goal-oriented with the ability to set effective objectives for teams and individuals and take ownership for results.
- Demonstrated commitment to the values of diversity, inclusiveness, and empowerment.
- Willing to provide leadership daily in a normal eight-hour day and occasional night and weekend hours. This position does not provide for remote work.
- Certifications: As outlined in BGCMS Training Academy upon hire or within allocated training timelines.
- This position requires a valid driver's license and will require frequent local travel.

BOYS & GIRLS CLUB COMPETENCIES:

Engaging Community: Builds bridges beyond our walls to ensure our Clubs' work is community-focused, welcoming of all, and providing wide-reaching community benefits.

Inclusion: Values all people (members, families, staff, volunteers, donors, partners, etc.) for their unique talents, and takes an active role in promoting practices that support diversity, equity, inclusion, and global work, as well as cultural competence.

Communication & Influence: Listens to understand and expresses self effectively (in written and verbal communications) in ways which engage, inspire, inform, and build commitment to our mission.

Program/Project Management: Ensures program/project budgetary and impact goals are achieved through efficient/effective execution of accountabilities with respect for deadlines and workflows.

Innovation: Creates and implements new and relevant approaches and activities that improve and expand the Clubs' work and impact in the community and on members.

Developing Self & Others: Develops self (skills and actions) and supports others (e.g., staff, volunteers, members), both formally and informally, to achieve their highest potential.

Teamwork & Cooperation: Demonstrates ability to work productively and cooperatively with others at all levels to achieve individual and collective goals for impact. Understands and manages external emotions effectively in all situations.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

The physical demands of this position are limited and, as such, reasonable accommodations may be made to enable individuals with physical disabilities to perform essential functions of this position.

WAIVER:

I have reviewed the above job description and understand my responsibilities as described:

Print Name:_____ **Date:**_____

Signature:_____ **Date:**_____

Boys & Girls Clubs of Metro South reserves the right to change and/or modify the job requirements, responsibilities, and qualifications for this position to meet changing business needs. Further, nothing in this description is intended to represent all functions, duties, and responsibilities of the associate holding this job title, or to alter the at-will nature of their employment.

Understood and Agreed To:

Signature:_____ **Date:**_____