

Job Title: Substitute Crossing Guard

Reports To: Township Manager and Police Department

Position Type: Part-Time, On-Call (Substitute)

Position Summary

Lawrence Park Township is seeking **one (1) Substitute Crossing Guard** to provide coverage when regular crossing guards are unavailable. This is an **on-call position** meaning the substitute will not be scheduled daily but must be available to fill in as needed throughout the school year.

Work Schedule

- Typical shifts when called in:
 - **Morning:** 7:45 AM – 8:45 AM
 - **Afternoon:** 3:00 PM – 4:00 PM
- Workdays are **as needed only**, no guaranteed or regular weekly hours.

Duties & Responsibilities

- Safely stop traffic and assist children crossing at designated intersections.
- Follow all traffic and safety regulations.
- Remain alert and visible throughout the shift and report any unsafe situations.
- Represent the Township in a professional and courteous manner.

Qualifications

- At least 18 years of age.
- Reliable, punctual, and flexible with availability during school days.
- Able to stand outdoors in varying weather conditions.
- Comfortable working with children, parents, and the public.

Requirements

- Must complete and maintain all **Pennsylvania clearances**:
 - PA Child Abuse History Clearance
 - PA State Police Criminal Record Check
 - FBI Fingerprint Clearance
- **Note:** Applicants are responsible for the cost of obtaining clearances.

How to Apply

Submit the included Township employment application, along with proof of current clearances to:

Lawrence Park Township
C/O Spencer Cadden
4230 Iroquois Avenue
Erie, PA 16511
814-899-2305 | clerk@lawrenceparktwp.org