



Town of Belmont Employment Opportunity

Crossing Guards **& Reserve Crossing Guard**

Belmont Police Department
Starting Hourly Rate: \$17.51 hourly

Applicants must submit the required Town of Belmont application form, resume and cover letter to the Town's Human Resources Department.

The Town is currently seeking individuals to work as Crossing Guards. This position will monitor vehicle and pedestrian traffic to escort pedestrians across roadways ensuring safe passage, direct traffic and provide directions to motorists and pedestrians. It is the Crossing Guard's responsibility to ensure students and pedestrian's safety at street crossing sites.

A minimum of a high school diploma or equivalent required, as well as experience working with children, and the ability to communicate effectively with students, parents, teachers, and motorists. Appointment is subject to a satisfactory CORI check.

The schedule is throughout the school year, September through June, school day mornings and afternoons, 13 hours per week. Reserve guards will be on call as needed.

The starting hourly rate is \$17.51 and does not include benefits other than those required by law.

Resumes accepted at The Town of Belmont, Human Resources Office, 455 Concord Avenue, Belmont, MA 02478 or humanresources@belmont-ma.gov or fax to 671-993-2741.



Application Process

All applicants are required to complete a Town application form, available from the Town's website, www.belmont-ma.gov, by emailing humanresources@belmont-ma.gov, calling (617) 993-2740 or by visiting the Human Resources Department at the Belmont Town Hall. Applicants may attach resumes to the Town application form as additional information but cannot use this in lieu of completing the required form.

All full-time and some part-time employees will need to complete a pre-employment physical and drug-screening examination. Certain positions will also require a CORI criminal background screening. The Town reserves the right to modify the application deadline and/or accept applications after the deadline in order to best serve the interest of the community.

After the submission deadline, the Human Resources Department and a review committee will review all completed applications and will select the most highly-qualified respondents for interviews. The Town will acknowledge receipt of completed applications that it receives and will only further contact individuals who the Town selects to interview.

Individuals who need accommodations in order to participate in this process should contact the Town's Human Resources Department. Please address all questions regarding the Town's hiring process to:

Human Resources Department
Town of Belmont
455 Concord Avenue
Belmont, Massachusetts 02478
(617) 993-2740

humanresources@belmont-ma.gov