



LEHI CITY POSITION OPENING Crossing Guard Coordinator

CLOSING DATE: Open Until Filled

NUMBER OF OPENINGS: 1

SALARY RANGE: \$11.28-13.26 per hour, depending on qualifications

STATUS: Part-time, non-benefited

DEPARTMENT: Police

SCHEDULE: 20-25 Hours a week

JOB SUMMARY: The Coordinator will be involved in the hiring process, training, payroll, and the purchase of equipment for the Crossing Guards. The Coordinator may need to fill in as a Crossing Guard when necessary. This position will report to the Police Department Office Manager.

MINIMUM REQUIREMENTS: Ability to work effectively with people in a calm and courteous manner often in difficult situations both on the phone and in person. Some knowledge of local traffic laws; basic traffic safety; basic first aid; basic interpersonal communication skills; the operation of traffic signalization equipment. Knowledge of general clerical functions and basic math. Must be available and perform the duty of crossing guard during the morning, lunch hour and after school every day while school is in session; must be a Lehi resident. *Preference given to current Lehi City Crossing Guards.*

TO APPLY: Turn in your **application** to Lehi City Human Resources, 153 N. 100 E., Lehi, UT 84043 or submit to apply@lehi-ut.gov

NOTE: Lehi City will provide reasonable accommodations for any applicant during the selection process. If you have special needs, please call 385-201-2265. **For required City application, contact Lehi City Human Resources, 153 N 100 E, Lehi, UT 84043 or download application and job description at www.lehi-ut.gov.** Lehi City is an equal opportunity employer and does not discriminate on the basis of race, color, national origin,

gender, religion, age or disability.