



After School Program (ASP) Supervisor - Job Description

Position:	ASP Program Supervisor
Reports to:	Manager, Youth Wellness Hub
Contract type:	Part Time (Seasonal)
Location:	Peel Region (Multi Site)
Rate:	\$19.68 Per Hour, 12 Hours Per Week
Position Type:	This position is part of the bargaining unit

MNS is a non-profit charitable organization which has provided settlement and community support services since 1975. For more information about MNS, please visit our website at www.mnsinfo.org

Position Summary: The **After School Program (ASP) Supervisor** is responsible for the planning, coordination, supervision, and day-to-day operation of a safe, engaging, and inclusive after-school program for children and youth. The Supervisor provides leadership to program staff and participants by delivering high-quality recreational, educational, and wellness activities that promote healthy lifestyles, personal growth, teamwork, and positive social development. This role ensures compliance with program guidelines, maintains a safe and supportive environment, oversees program administration, and serves as the primary liaison between the After School Program team and MNS Youth Services leadership. The ASP Supervisor also mentors facilitators/coaches, fosters positive relationships with youth and families, and contributes to the overall success and continuous improvement of the program.

Duties:

- Oversee, supervise and participate in all aspects of the After School Program, following the ASP Guidelines
- Lead and participate in sports and recreation, and other activities with staff and youth
- Responsible for planning, organizing physical and healthy activities, with input from ASP staff/participants
- Supervise, lead, and motivate staff and participants, resolving conflicts when required
- Address safety concerns in the program, ensuring safety of all youth and staff
- Act as a positive role model, support, and mentor to staff and students
- Maintain up-to-date records and attendance, and compile detailed reports of program
- Promote learning of principles of diversity among participants and staff
- Ability to work in outdoor and indoor environments
- Act as a liaison between MNS' Youth Coordinator and Manager and the After School Program
- Purchase on a regular basis grocery for up to 20 youth, and help to prepare healthy snacks for the program

Qualifications:

- A graduate of a post-secondary child/youth related field such as Sport and Leisure, Child and Youth Worker, Kinesiology, Social Worker, Ontario Certified Teacher etc.
- Strong knowledge and experience in sports/recreation and able to engage youth in healthy activities
- One (1) year of experience in a leadership role with youth in an active, social, and/or recreational environment
- Solid communication, interpersonal, organizational, and leadership skills

- Ability to ensure a safe environment for ASP participants and staff, using a proactive approach
- Demonstrated skills in conflict resolution and de-escalation
- Proven experience facilitating workshops and managing groups, in particular youth
- Ability to think quickly and work well under pressure; set priorities and meet deadlines
- Access to a vehicle for weekly grocery shopping or ability to buy weekly groceries for up to 20 students on a regular basis with funds provided by the program
- Work must be guided by commitment to diversity and anti-oppressive practices
- An asset if familiar with the Malton community
- Upon successful hire, must provide a valid Vulnerable Sector Screening (VSS) police check obtained within past six (6) months.

Physical Effort: This position requires a moderate to high level of physical activity. The incumbent is expected to:

- Actively participate in sports, recreation, games, and physical activities with children and youth.
- Stand, walk, run, bend, kneel, crouch, and move frequently throughout the workday while supervising participants.
- Lift, carry, transport, and set up recreational equipment, sports supplies, tables, chairs, and program materials weighing up to approximately 25 lbs (11 kg).
- Purchase, transport, and unload groceries for up to 20 program participants on a regular basis using program funds.
- Assist with the preparation and serving of healthy snacks.
- Respond quickly to participant needs, behavioural incidents, emergencies, and First Aid situations.

Working Conditions: The ASP Supervisor works primarily in schools, community centres, recreation facilities, parks, and other community-based program locations where after-school programming is delivered. The role involves regular movement between indoor and outdoor environments and requires the ability to work in varying weather conditions during outdoor activities.

The incumbent works in a fast-paced environment with frequent interaction with children, youth, parents/caregivers, staff, volunteers, school personnel, and community partners. The role requires managing multiple priorities while maintaining a safe, positive, inclusive, and supportive atmosphere. The Supervisor must be comfortable addressing behavioural concerns, resolving conflicts, and adapting programming to meet diverse participant needs.

Hours of Work: This position requires flexibility based on program and organizational needs. Non-standard working hours may include: Weekday afternoons and evenings, Summer and seasonal programming, Occasional weekends for special events, community outreach, staff training, or agency initiatives, Occasional meetings outside regular program hours. Additional hours may be required to support special events or operational needs.

Physical Requirements: The successful candidate must be able to:

- Remain physically active for extended periods throughout the workday.
- Participate in and supervise recreational, sports, and outdoor activities.
- Lift and carry equipment, supplies, and groceries weighing up to approximately 25 lbs (11 kg).
- Maintain visual and auditory awareness of participants across indoor and outdoor program spaces to ensure safety and effective supervision.
- Safely supervise groups of children and youth while responding promptly to emergencies or behavioural situations.
- Operate a computer and standard office equipment to complete attendance, reports, program documentation, and communication.
- Travel within the community, including grocery shopping and attending off-site program activities, using a personal vehicle or other reliable transportation where required.

Working Environment: The role is performed in active child and youth program settings where noise levels may be elevated due to recreational activities and group programming. The incumbent works in both indoor and outdoor environments and may be exposed to varying weather conditions while supervising outdoor activities.

The ASP Supervisor is expected to model professionalism, inclusion, respect, healthy living, and positive behaviour always. The position requires sound judgment, adaptability, and a commitment to maintaining a physically and emotionally safe environment that reflects MNS's values of diversity, equity, inclusion, and anti-oppressive practice.