



SECOND  
PRESBYTERIAN  
CHURCH

Second Presbyterian Church, Indianapolis: Position Description			
Coordinator of Childcare Ministry			
<b>Reports to:</b>	The Associate Pastor of Children & Family Ministries	<b>Effective:</b>	11/1/2023
		<b>Updated:</b>	6/3/2024
<b>Directly Supervises:</b>	Childcare Providers (currently 2)	<b>Status:</b>	P/T
		<b>FLSA:</b>	Non-Exempt
<b>Job Summary:</b>			
<p>The Coordinator of Childcare Ministry assures quality childcare coverage for the congregation’s programs and events, inclusive of but not limited to Sunday mornings and Thursday evenings. Present as both a leader and an active childcare provider, this person organizes other childcare providers, coordinates with other staff members, and provides a hospitable, Christian environment that reflects the love and nurture of God.</p>			
<b>Essential Functions:</b>			
<ul style="list-style-type: none"> <li>• Provides childcare on Sunday mornings and Thursday evenings.</li> <li>• Maintains the childcare provider schedule, assuring coverage for all church programs and events that request childcare coverage.</li> <li>• Manages a smooth and effective system for childcare requests.</li> <li>• Recruits, supervises, and equips paid childcare providers and volunteers.</li> <li>• Plans and executes a simple Sunday morning curriculum that reflects the theology, priorities, and practices of Children &amp; Family Ministry at Second Presbyterian Church.</li> <li>• Conducts annual reviews for all paid childcare providers.</li> <li>• Maintains a clean and well supplied childcare room.</li> <li>• Hybrid work schedule</li> </ul>			
<b>Minimum Qualifications:</b>			
<ul style="list-style-type: none"> <li>• Ability to work Sunday mornings and Thursday evenings.</li> <li>• High School Graduate or equivalent.</li> </ul>			
<b>Physical Qualifications:</b>			
Able to lift up to 40 lbs.			
<b>Core Competencies:</b>			
<p><b>Compassion and Care:</b> Exudes a natural sense of care for the well-being of others; responds with empathy to the life circumstances of others; communicates a sense of support in his or her very presence; demonstrates appropriate and boundaried expressions of care.</p>			

**Composure:** Is cool under pressure; does not become defensive or irritated when times are tough; is considered mature; can be counted on to hold things together during tough times; can handle stress; is not knocked off balance by the unexpected; doesn't show frustration when resisted or blocked; is a settling influence in a crisis.

**Helping Orientation:** Demonstrates concern for and attends to the needs of the congregation's internal and external constituents ; projects a sense of empathy and understanding when dealing with members and friends of the congregation; is able and willing to supply answers and resources that others find satisfying.

**Attention to Detail:** Consistently attends to the many small pieces which must be assembled into an organized whole; follows up on missing or out of balance items; resolves unanswered questions needed to address a problem; keeps the larger picture in mind while tending to the smallest of details.

**Disclaimer:**

The above is intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed. This job description is subject to change at any time.