



SECOND
PRESBYTERIAN
CHURCH

Second Presbyterian Church, Indianapolis: Position Description				
Part Time Childcare Provider				
Reports to:	Coordinator of Children's Ministries and Childcare Coordinator		Effective:	2/23/2024
			Updated:	8/5/2026
Directly Supervises:	n/a		Status:	Part time
			FLSA:	Non-Exempt
Job Summary:				
A Childcare Provider is responsible for the nurturing care of children on Sunday mornings (7:45am -11:30am) and Thursday evenings (6:30pm – 9:30pm) ranging in age from 2 & 3 yr. olds and ranging from infants to elementary students). Employees may have the opportunity to pick up extra hours if they choose to do so.				
Essential Functions:				
• Be a steady, hospitable presence for children and their families. • Maintain a classroom setting which is pleasant and inviting in which children feel comfortable and secure. • Ensure that care routines (diapering and toilet assistance) are carried out in a manner that is prompt, hygienic, and consistent with good child development principles. • Use provided curriculum to engage children in age-appropriate Christian nurture through songs, play, hands-on activity and storytelling. • Supervise children in the classroom; provide a supportive environment in which children can learn and practice appropriate and acceptable individual and group behavior. • Interact with parents, maintaining open and cooperative communication. • Serve as a cooperative member of the team of childcare providers. • Attend CPR and Safe Child training.				
Minimum Qualifications:				
• Eighteen years or older • Experience working with young children				
Physical Qualifications:				
• Maintains physical strength (can carry 40-pound child 100 feet, if necessary) • Must be able to sit on the floor to engage with children and rise quickly if needed. • Must have reliable transportation.				

Core Competencies:

Hospitality: Generates a sense of hospitality by his or her very presence; communicates a sense of warmth, openness, and approachability; fosters natural connections between members of the congregation and with visitors; supports a culture of welcoming and belonging in the life of the congregation.

Compassion and Care: 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.

Interpersonal Skills: Establishes good working relationships with all others who are relevant to the completion of work; works well with people at all levels of the congregation; builds appropriate rapport; considers the impact of his/her actions on others; uses diplomacy and tact; is approachable; avoids communication triangles.

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.