



## Central Congregational United Church of Christ

2676 Clairmont Road  
Atlanta, GA 30329

### JOB POSTING: Sunday Childcare Associate

Central Congregational United Church of Christ is seeking a part-time, on-site Sunday Childcare Associate (SCA) for 3-4 hours per week:

#### Snapshot:

- ✓ *Provide attentive, inclusive, and developmentally appropriate care to infants and toddlers up to age 5 during Sunday services and select church events.*
- ✓ *Sundays 9:00 am - 12:30 pm inclusive of preparing childcare room, service, and room cleanup.*
- ✓ *Option to expand hours through occasional special worship services and events as your schedule permits on evenings and weekends.*

**How to Apply:** Submit a cover letter, resume and other relevant materials highlighting qualifications to **office@central-ucc.org**.

#### Primary Duties:

1. Foster an inclusive, safe, and age appropriate setting for children ages 0-5.
2. Communicate with children, caregivers, and staff in a welcoming, respectful, and approachable manner.
3. Apply working knowledge of age-appropriate needs of children ages 0-5.
4. Support a safe and sanitary environment including, but not limited to:
  1. Ensure that all children are checked in/out using our church management software, OneChurch.
  2. Change diapers; assist with toileting and handwashing as needed.
  3. Ensure that all surfaces and toys are clean and sanitized before and after each shift.
  4. Monitor nursery supply levels and regularly update Co-Pastor on any supply needs.
  5. Ensure that children use only the bottles, cups, etc that have their name on it.
  6. Supervise snack time.
5. Work with a weekly church member volunteer, which may rotate from time to time.
6. Maintain up-to-date CPR and Safe Church Certifications.
7. Arrive onsite and on-time for each shift.
8. Provide support for church special events hosted at Central (weddings, funerals, meetings, etc), based on your availability.

9. Support volunteer orientation and offer feedback, as needed.
10. Support the Co-Pastor with volunteer communications on Sunday mornings, as needed.
11. Other duties as assigned.

**Regular Schedule:**

Sundays, 9:00 am - 12:30 pm, with occasional responsibilities at select congregational events. Events may include funerals, congregational meetings, and/or holiday services like Ash Wednesday, Maundy Thursday, and Christmas Eve. Please note that Easter Sunday is a working Sunday.

Excluded Sundays: Sunday before **or** after Thanksgiving, Sunday after Christmas, and New Year's Day. Additional time off may be requested in advance.

**Qualifications:**

- 18 years or older
- Current immunizations, including influenza, tetanus, and measles.
- Demonstrated experience caring for infants and toddlers in a childcare, school, or similar setting
- Current child and infant CPR certification (or ability to complete certification prior to start date)
- Successful Background Check through Praesidium
- Ability to maintain consistent work schedule and hours
- Be a dependable and flexible team participant

**Background check**

Job offer will be contingent on successful background and reference check.

**Compensation:** \$20-25/hour, Pay commensurate with the experience and qualifications of the applicant.

**Learn more about our church:** [central-ucc.org](http://central-ucc.org)