

SUMMER KID'S ROOM ASSISTANT - ICC



**INTERNATIONAL
COMMUNITY CENTER**

Overview:

The Kid's Room Assistant's job is to lead with volunteers to create a safe, caring environment for a small group of young children (approximate ages 2-5) while their parents study English at the International Community Center (ICC) located at 4204 S Howell Ave, Milwaukee, WI 53207.

This role is an opportunity for someone who is looking to gain experience related to leadership, education, child development, language development, interaction with people of other faiths, and exposure to the daily lives of immigrants. It also includes opportunities for personal relationships with families.

Employment Information:

This is a temporary, part-time, non-exempt position. Hours: 8:45-11:45 am, Monday through Thursday from June 15, 2026 to August 27, 2026.

Responsibilities (Daily Routine):

1. Work in collaboration with and under the supervision of the ICC leadership, including the Center Director and Kid's Room Coordinator to provide a quality experience for all ICC participants.
2. Become familiar with ICC Kid's Room policies, curriculum, and activity options and supplies.
3. Provide a safe, warm, clean, and welcoming environment for children, parents, and volunteers.
4. Complete administrative tasks such as curriculum printing, registration, attendance, etc.
5. Coordinate the summer volunteer co-leaders through on-site supervision and support.
6. Supervise and coordinate daily Kid's Room activities including curriculum implementation, circle time, book reading, free play supervision, and other activities as planned.
7. Connect with parents at drop-off and pick-up to build supportive relationships as they prepare their children for future full-time school enrollment.

Qualities and Qualifications:

- Desire to be part of a ministry that shows love to immigrants and refugees in our community.
- Positive, friendly demeanor in interacting with children and parents.
- Experience in leading children in group activities (teaching, singing, games, reading books aloud, etc.).
- Experience serving in or coordinating volunteer teams.

Mission of Eastbrook Church:

Every employee at Eastbrook Church is expected to support our mission: *to proclaim and embody the love of Jesus Christ in the city and in the world.*

Vision of Eastbrook Church:

Our vision to accomplish our mission is through five objectives:

1. Becoming 7

We are aiming to become a more vibrant, diverse, multi-ethnic church with an impact on the city of Milwaukee and the world. *"After this I looked, and there before me was a great multitude that no one could count, from every nation, tribe, people and language, standing before the throne and before the Lamb. They were wearing white robes and were holding palm branches in their hands. And they cried out in a loud voice: 'Salvation belongs to our God, who sits on the throne, and to the Lamb.'"* (Revelation 7:9-10)

2. Growing Disciples

We are aiming to make new disciples and grow current disciples deeper.

"Then Jesus came to them and said, 'All authority in heaven and on earth has been given to me. Therefore, go and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, and teaching them to obey everything I have commanded you. And surely I am with you always, to the very end of the age.'" (Matthew 28:18-20)

3. Reaching Out

We are aiming to reach beyond ourselves through missional engagement.

"But you will receive power when the Holy Spirit comes on you; and you will be my witnesses in Jerusalem, and in all Judea and Samaria, and to the ends of the earth."(Acts 1:8)

4. Multiplying Leaders

We are aiming to make leadership growth a priority.

"And the things you have heard me say in the presence of many witnesses entrust to reliable people who will also be qualified to teach others." (2 Timothy 2:2)

5. Church Engagement

We are aiming to increase levels of engagement at Eastbrook Church, as reflected in attendance, service and giving.

"So Christ himself gave the apostles, the prophets, the evangelists, the pastors and teachers, to equip his people for works of service, so that the body of Christ may be built up until we all reach unity in the faith and in the knowledge of the Son of God and become mature, attaining to the whole measure of the fullness of Christ." (Ephesians 4:11-13)

Please Note:

Eastbrook Church provides equal employment opportunity without regard to race, color, national origin or ancestry, citizenship, mental or physical disability, medical condition, veteran or military status, marital status, age, sex, or any other basis protected by federal, state or local law, ordinance or regulation.

Employment will require successful completion of a background check.

Qualified candidates should email or submit a letter of application, resume, and professional references to HR Manager, Lupe Dueñas, lduenas@eastbrook.org.