

**Job Description**

**Summary**

A family in the Little Neck area of Virginia Beach is looking for a long-term professional nanny to care for their two boys, ages 3 ½ years old and 5 months, starting in early July 2023. The two-year-old boy attends preschool Monday to Friday, and the infant stays at home.

Mom works long, predictable hours, and Dad works from home. Flexible work hours, including some evenings and an occasional weekend, would be a huge plus. Currently, the nanny will not be expected to drive the children anywhere but that may change in the future.

The home has a fenced-in yard, nearby walking paths, and a pool club a mile away.

The ideal nanny is professional, dependable, fun-loving, and energetic with a lot of infant experience, comfortable with pets, and seeking long-term employment.

**A note from the family**

We live in Little Neck in Virginia Beach and are looking for a long-term nanny. Mom is a physician, and Dad edits the news from home, so both have very random schedules. We have a 2.5-year-old son, two dogs (boxers), and a 5-month-old infant boy. Our son will attend preschool M/W/F in the morning and have a few weekly activities. He sleeps through the night, takes a nap in the afternoon, and is starting to work on potty training. He is still in a crib but will transition to a bed this fall. We have a fenced-in backyard in a quiet neighborhood, a fenced-in pool, a swing set, a playroom, and lots of toys.

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| **Date posted** | January 10, 2023 |
| **Job Title** | Nanny |
| **Number of children** | Newborn girl and a two-year-old boy |
| **Ages** | 2 and 3 months |
| **Location** | Virginia Beach, VA 23452 |
| **Hours** | Monday, Wednesday, and Friday 1 pm -8 pm approx.Tuesday and Thursday 7 am – 6-7 pm approx.One weekend a month, the nanny will need to work. |
| **Total # of hours per week** | Guarantee of 40 hours per week plus possible overtime  |
| **Preferred start date** | ASAP |
| **Job duration** | Long term |
| **Compensation**  | $22 - $25 per hour |
| **Taxes deducted** | Yes  |
| **Paid time off** | Yes – 10 days paid vacation plus paid holidays and sick pay. |
| **Pets** | Two boxer dogs |
| **Parents working from home** | Yes – dad works from home. |
| **Children with special needs** | No |
| **Travel with family required** | No |
| **Nanny car provided** | No |
| **Overnights needed** | Occasional overnight availability would be a plus. A room is available for the nanny to stay over. |
| * Always follow parents’ specific instructions about every aspect of childcare and the children’s safety, supervising them always.
* Create a safe, nurturing and educationally stimulating environment.
* When time and weather allow, take the children outside to play.
* Be engaging, fun, kind, and warm.
* Tailor activities to each child’s interests and his developmental abilities. Very limited screen time.
* Communicate with the parents regarding the children’s needs.
* Ensure the children always follow good hygiene habits.
* Prepare nutritious children’s meals and snacks. Pack lunch for toddler daily. Assist with a shopping list.
* Keep a log of daily activities (especially bottles and diapers).
* Dress the child appropriately for the weather and change clothes if they get dirty or wet.
* Place the child down for naps as instructed.
* Children’s laundry – clean, dry, put away, organize
* Keep children's areas clean and tidy throughout the day and wipe down kitchen surfaces after meal prep.
* Load and empty dishwasher, keep sink area clean
* Change diapers, assist with potty training, empty diaper bins
* Read to children.
* Limit cell phone usage to emergencies only but keep your cellphone on in case mom or dad needs to reach you.
* Prepare bottles using breast milk or formula, keep bottles clean and organized. Sterilize weekly. Prepare baby food.
* Always follow infant safe sleep guidelines.
* Do not drive/transport children.
* Do not allow children in or around the fenced in pool without a parent present.
* Let dogs out in yard and feed as needed.
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| **Skills and qualities required.*** A minimum of two to three years of childcare experience
* A minimum of one year’s nanny experience within the past three years
* Must be willing to pass a recently updated background check, identity verification, and comprehensive drug screening test
* High school graduate
* Physical ability to care for and play with young children
* Flexible, positive attitude with a "can-do" approach
* Trustworthy, reliable, and honest
* MUST have extensive infant experience and love of educational/productive play, reaching baby milestones, transition to solids, standard infant care, safe sleep practices, social/neighborhood classes, and outdoor time with the children
* Nurturing, patient, and calm with a cheerful and willing disposition
* Certificates in CPR/First Aid
* Must have clean driving records and be a safe and confident driver
* Legal US resident
* Min. 21 years old
* Non-smoker
* Ability to play, organize and multi-task with minimal supervision
* Educational background is a bonus
* Strong checkable references
* Must be fully covid, Tdap and flu vaccinated
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