



Job Description

Summary

Seeking a dependable, experienced, and nurturing nanny to look after a 3-month-old infant girl starting mid-June. For the first two months the nanny will also provide care for her two-year-old brother who will begin full-time Montessori school at the end of August.

The family also have a cat and dog requiring minimal care.

Ideally seeking a nanny who has some knowledge of the Montessori style of childcare and is enthusiastic about playing an integral role in a child's development. Experience caring for infants through every stage of their growth and milestones is essential and this must be backed up with references.

At some point the child may be enrolled into a daycare depending on how things go. The term of this employment will likely be 6-12 months or possibly longer.

Meet the Family

We are a family of four residing in Norfolk VA. Our kiddos are the apples of our eye. We have a two-year-old boy who loves learning the way things work, digging in dirt, dancing, and giving affection. We also have an infant girl who (so far) is a very docile, happy baby who loves to eat, sleep, look lovingly at her big brother and participate in tummy time. Mom works in communications and dad works in IT. On weekends you'll see us at the park, botanical gardens or at the beach.

Date posted	June 1, 2022
Job Title	Nanny
Number of children	1 but occasionally 2
Ages	3 months and 2 years old
Location	Norfolk VA
Hours	Monday to Friday 8:30am to 4:3pm approx. Occasionally Friday will be a half day
Total # of hours per week	35-40 hours a week
Preferred start date	June 20
Job duration	6 months +
Compensation	\$18-22 per hour
Taxes deducted	Yes
Paid time off	Yes, if the position goes beyond 6 months, the nanny will be entitled to 10 days per year
Pets	A cat and a dog
Children with special needs	No
Travel with family required	No
Nanny car provided	Possibly
Overnights needed	No

Duties and Responsibilities

- Always follow the parent’s specific instructions with regards to all aspects of childcare and learn the parent’s style of care.
- Provide nurturing care for both children for the first month balancing their needs equally.
- Always be attentive to the child’s needs and ensure the infant’s health, well-being and safety is the nanny’s priority always.
- Be positive and have a good working attitude.
- Communicate with the parents daily regarding the infant’s activities, milk/food consumed etc. via a daily log.
- Create a stimulating and nurturing environment for the infant including daily reading, listening to music, floor play, cuddles, and lots of talking to encourage language development
- As the child gets older adapt activities to encourage learning through play
- Prepare bottles and feed the baby, following the schedule set by the parents
- Dress the child appropriately for the weather
- Place the child down for naps
- Change diapers
- Go for daily walks in the neighborhood
- Perform housework related to childcare only, including washing the child’s clothes, cleaning up after meals, tidying play/sleep/eating areas, and washing bottles etc.

- Perform other household tasks when time allows such as emptying the dishwasher, folding/putting away parent's laundry, easy meal prep
- Limit cellphone usage and texting to when the baby is napping and for essential issues only unless there is an emergency.

Skills and qualities required

- A minimum of two to three years childcare experience
- A minimum of one year's nanny experience within the past three years
- Experience caring for infants under 12 months
- Knowledgeable about routines, sleep training, reading, and communicating to baby as often as possible, etc.
- Experienced with play-based learning and creating educational activities
- High school graduate
- Physical ability to care for and play with young children including picking up a child, carrying upstairs, able to get up and down off the floor easily, able to run after a toddler.
- Familiar with current trends in infant care
- Trustworthy, reliable, and honest
- Nurturing, patient, and calm with a positive and willing disposition
- Certificates in CPR/First Aid
- Successful candidate must pass a detailed background check
- Must have clean driving records and be a safe and confident driver
- Legal US resident
- Min. 21 years old
- Non-smoker
- Able to swim
- Nanny must be fully vaccinated – Covid, Tdap and Flu

Desirable but not necessary

- Knowledge of a second language
- Training in early childhood education/development preferred