



Williamsburg Nanny Agency

Your Child. Our Priority.

Job Description

Job Title: Nanny/House Manager

Summary

A busy family living in Norfolk VA with two energetic and fun-loving children ages 4 and 7 in are seeking a professional full-time nanny to work part-time during the school year and closer to full time in the Summer.

Both parents have busy jobs outside the home and it's important that the nanny is dependable, trustworthy and has experience running a home.

Hours Required

Ideal hours are Monday to Friday from 2pm to 8pm during the school year with the ability to work more hours in the holidays and occasionally weekends.

Preferred Start Date

ASAP

Compensation

\$23-25 per hour depending on experience

Duties and Responsibilities

- Handle all aspects of childcare, errands, easy meal preparation, transporting the children to after-school activities, tidying and cleaning up after the children with their help.
- Provide a happy, safe, and stimulating environment for the children always.
- Liaise on a regular basis with the parents and communicate any problems concerns or difficulties.
- Be a positive role model for the children and teach them good manners by setting a good example.
- Transport the children to activities
- Help with and supervise homework for the older children
- Take them out to local parks, pool, activities as weather permits

- Engage the children in age appropriate and stimulating activities including but not limited to reading, crafts, painting, music, board games etc., movement activities
- Adopt a learn-through-play approach to both children.
- Prepare nutritious child-friendly meals and include the main food groups and fresh fruits and vegetables.
- Help with laundry, dishes and clean up after meals.
- Help keep the house organized
- Run errands as needed
- Understand and follow the discipline philosophy of the parent. No physical punishment or yelling.

Skills and qualities required

- ✓ A minimum of 1-2 years full-time childcare experience proven with strong references
- ✓ Dependable, genuine interest in children and a friendly demeanor
- ✓ Trustworthy, reliable, and nurturing
- ✓ Patience and the ability to stay calm
- ✓ Can anticipate issues and resolve them independently
- ✓ Organized and detail oriented
- ✓ Certificates in CPR/First Aid
- ✓ Successful candidate must pass a background check and have clean driving records
- ✓ Use of a reliable vehicle
- ✓ Non-Smoker
- ✓ Legal US resident
- ✓ Min. 21 years old
- ✓ Must be able to swim