



## **Job Description**

### **Summary**

A busy family in Williamsburg VA is looking for a part-time nanny/home helper to work mainly in the mornings before school, transporting them to school and daycare and helping with light housekeeping and organizing for some extra time after they go. The family consists of mom, dad and three children ages 6 months, 4 and 7. The oldest child attends Matoaka Elementary School and the two youngest goes to Kensington.

The ideal nanny is reliable, nurturing, diligent and comfortable with a dog as well as seeking long-term employment. A Nanny who has had their own children who are now grown would be ideal.

### **About the Family**

<b>Date posted</b>	June 9, 2022
<b>Job Title</b>	Nanny/home helper
<b>Number of children</b>	3
<b>Ages</b>	6 months old girl, 4 and 7 year-old boy
<b>Location</b>	Williamsburg – Governors Land
<b>Hours</b>	Tuesday to Friday 7:15am to 10:15am approx. plus a date night once a week or on a Sunday afternoon Occasionally longer hours when the children are off school
<b>Total # of hours per week</b>	15 approx.
<b>Preferred start date</b>	July 18 2022
<b>Job duration</b>	Long term
<b>Compensation</b>	\$20-\$23 per hour plus a weekly gas stipend
<b>Taxes deducted</b>	TBD
<b>Paid time off</b>	NA
<b>Pets</b>	Yes a 13 year old dog
<b>Parents working from home</b>	Sometimes
<b>Children with special needs</b>	No
<b>Travel with family required</b>	No

<b>Nanny car provided</b>	Yes
<b>Overnights needed</b>	No
<p><b>Duties and Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Always follow parents' specific instructions with regards to every aspect of childcare and the children's safety, supervising them always.</li> <li>• Create a safe, nurturing and educationally stimulating environment.</li> <li>• Prepare children's breakfast and help them get ready for school including dressing appropriately for the weather, teeth, and hair brushing, ensuring they have everything they need for school and daycare/</li> <li>• Dress the children appropriately for the weather.</li> <li>• After the children have gone to school tidy up and clean all children's playing/sleeping/eating areas and help with light housekeeping duties. Its mainly upkeep because the family have a professional housekeeping service twice a month.</li> <li>• Help with laundry</li> <li>• When babysitting, balancing time and energy between all three children and engage them in fun activities.</li> </ul>	
<p><b>Skills and qualities required</b></p> <ul style="list-style-type: none"> <li>• A minimum of two to three years childcare experience</li> <li>• A minimum of one year's nanny experience within the past three years</li> <li>• Must be willing to pass recently updated background check, identity verification, and comprehensive drug screening test</li> <li>• High school graduate</li> <li>• Physical ability to care for and play with young children</li> <li>• Flexible, positive attitude with a "can-do" approach</li> <li>• Trustworthy, reliable, and honest</li> <li>• 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</li> <li>• Nurturing, patient, and calm with a positive and willing disposition</li> <li>• Certificates in CPR/First Aid</li> <li>• Must have clean driving records and be a safe and confident driver</li> <li>• Legal US resident</li> <li>• Min. 21 years old</li> <li>• Non-smoker</li> <li>• Ability to play, organize and multi-task with minimal supervision</li> <li>• Educational background is a bonus</li> <li>• Strong checkable references</li> </ul>	