



Williamsburg Nanny Agency

Your Child. Our Priority.

Job Description

Summary

Seeking a reliable, mature nanny/home helper with lots of life experience to help a father care for his three children every other week in Virginia Beach when he has custody of them. The family consists of twin 8-year-old girls and a 10-year-old boy who all attend a local private school.

Dad works in the medical profession as a surgeon, and it is critical that he has dependable care. Rarely he may be required to work later than the hours in the description below so it's essential the nanny can be flexible.

The job will entail a mix of childcare including transporting the children from school and to activities and summer camp as well preparing meals, helping with homework etc. The nanny will start each day when the children are in school to allow time for groceries and errand running, meal prep, laundry, and light housekeeping. A regular housekeeper is employed – any cleaning and tidying will be upkeep and maintenance.

The nanny will use her own car for the purpose of transporting the children

The ideal candidate knows how to keep a household running smoothly and is comfortable with three school age children including supervising and helping with homework to 5th grade. Additionally, the nanny should be flexible with regards to hours worked, diligent, and seeking long-term employment.

A note from the family

I am a single father of three wonderful children, twin eight-year-old girls and their ten-year-old brother. My children are bright, fun-loving, and happy kids who bring joy and laughter to our house every day. During the school year, we are busy with homework and school activities. On weekends and vacations, we like to go swimming at the beach, biking, and exploring. My kids love going to Busch Gardens and water parks as well. I encourage my children to try new activities and to stretch their imagination. As such, I want someone who has the enthusiasm to help them grow and learn, and who will enjoy them at this wonderful time in their lives.

Date posted	May 19, 2022
Job Title	Nanny/home helper
Number of children	3
Ages	8-year-old twin girls and a 10 year old boy
Location	Virginia Beach VA
Hours	Monday to Friday from 12 noon to 6-7pm every other week. Travel with the family may occasionally be required Rarely the nanny will have to work overnight or on weekends.
Total # of hours per week	Minimum of 30 hours per week
Preferred start date	Mid-July to August approx.
Job duration	Long term
Compensation	\$25 per hour
Taxes deducted	Yes
Paid time off	NA
Pets	No
Travel with family required	Yes sometimes
Nanny car provided	No – the nanny will use her own car and gas will be compensated
Overnights needed	Rarely and only if dad is on call.
Duties and Responsibilities	
<ul style="list-style-type: none"> • Always follow parents' specific instructions with regards to every aspect of childcare. • Be attentive to the child's needs ensuring the children's health, well-being and safety are the nanny's priority always. • Be engaging, fun, kind, and warm. • Balance high energy activities with schoolwork to give the children a chance to use some energy • Create a safe, nurturing and educationally stimulating environment. • Communicate with the parents regarding the children's needs. • 	

- Follow the discipline style of the parents ensuring a consistent message for the children
- Transport the children home from school and to and from other activities
- Empty child's school backpack with the help of the child and review school notes, homework – make a note of any needs for dad. Empty any packed lunch containers, clean, and get ready for the next day
- Supervise and help the children with homework
- Prepare nutritious snacks and meals and discuss any food choices with the parents.
- Clean and wash up after children's meals or messy play encouraging the children to help
- Tidy up toys, games, books etc. at the end of each day and keep the floors clear throughout day to avoid trip hazards.
- Ensure the children always follow good hygiene habits.
- Dress the children appropriate to the child's activities
- Keep the children's bedrooms, play areas and kitchen clean and tidy.
- Reinforce appropriate discipline for the children

Household-related

- Implement daily routines
- Wash and put away the laundry
- Restocks household inventory of groceries from a list that will be provided."
- Tidy children's bedrooms and play areas
- Light housework to include keeping surfaces clean, vacuuming, and sweeping floor, emptying dishwasher
- Run errands as needed

Skills/Qualities/Requirements

- A minimum of two to three years childcare experience backed up with strong checkable references
- A minimum of one year's nanny experience within the past three years
- Must be willing to pass recently updated background check, identity verification, and comprehensive drug screening test
- Reliable and flexible
- Emotionally mature and a positive attitude with a "can-do" approach
- Lots of life experience e.g. running a home, multitasking child-related activities
- Must enjoy interacting with active children and being heavily involved in many aspects of the home life
- Physical ability to care for and play with young children
- Maintains and high degree of confidentiality and privacy
- Keep the car used to transport the children clean, tidy, and safely maintained

- 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
- Must be triple covid vaccinated and boosted plus Tdap and Flu