

**Job Description**

**Summary**

A family with two children living in Williamsburg VA is looking for a reliable, experienced nanny. The job will consist of childcare, house-related tasks, and errands when the children are at school. Mom works full-time and needs someone who can take over when she is not at home, helping with household chores and errands such as grocery shopping.

The son is 9 years old and attends school full-time. The 5-year-old daughter has developmental delays and currently attends school part-time but will attend full-time school in the fall.

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| **Date posted** | May 5, 2023 |
| **Job Title** | Nanny/House Manager |
| **Number of children** | 2 |
| **Ages** | 5 and 9 |
| **Location** | Williamsburg VA |
| **Hours** | Summer hours will be mostly full-time but mom can have a flexible schedule.Starting in the Fall, the nanny will work the hours from approximately 2pm to 6pm with some flexibility. Twice a week the nanny will ideally start at 12 noon to help with household chores and meal prep. One Saturday a month will also be helpful plus occasional evenings. |
| **Total # of hours per week** | 20-30 hours a week on average. |
| **Preferred start date** | ASAP |
| **Job duration** | Long-term |
| **Compensation**  | $20 per hour plus gas allowance |
| **Taxes deducted** | Yes |
| **Paid time off** | Yes |
| **Pets** | 3 cats  |
| **Parents working from home** | No |
| **Children with special needs** | The youngest child has developmental delays and will need support and encouragement with reaching milestones including speech. |
| **Travel with family required** | No |
| **Nanny car provided** | Nanny will use own car |
| **Overnights needed** | No |
| **Duties and Responsibilities*** Always follow parents’ specific instructions with regards to every aspect of childcare and the children’s safety, supervising them always.
* Create a safe, nurturing and educationally stimulating environment.
* Transport the younger child to preschool two mornings a week
* Transport children to and from after-school activities
* Prepare healthy meals and snacks.
* Help with laundry.
* Keep the house clean and tidy.
* When time and weather allow, take the children outside to play.
* Oversee a balance of high energy activities such as playing outside, dancing, cycling etc. with more relaxing activities including crafts, baking, reading, board games etc.
* Communicate with the parents regarding the children’s needs.
* Ensure the children always follow good hygiene habits.
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| **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
* High school graduate
* Physical ability to care for and play with young children
* 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
* Ability to play, organize and multi-task with minimal supervision
* Knowledge of sign language
* Experience caring for children with special needs
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