

**Job Description**

**Summary**

A family in the process of moving to the Glen Allen area (close to Short Pump) in the next few weeks are seeking a nanny to look after a newborn girl and a 2-year-old boy on average 40 hours a week while both parents’ work.

This is a two-physician household. The mom works 10-12 shifts per month including one weekend a month. The nanny will work on these days from 7am to 7pm and in addition work 2-3 days a week from 8am to 4pm.

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| **Date posted** | August 30, 2022 |
| **Job Title** | Nanny |
| **Number of children** | 2 |
| **Ages** | 3 and 8 months |
| **Location** | Glen Allen |
| **Hours** | 4-5 days per week min. 6 hours per day usually within the 8-5pm hours. |
| **Total # of hours per week** | Guaranteed pay of 30 hours every week |
| **Preferred start date** | ASAP |
| **Job duration** | Long-term |
| **Compensation**  | $22-$25 per hour |
| **Taxes deducted** | Yes |
| **Paid time off** | Yes |
| **Pets** | No |
| **Parents working from home** | No |
| **Children with special needs** | No |
| **Travel with family required** | Rarely and optional |
| **Nanny car provided** | No |
| **Overnights needed** | No |
| **Duties and Responsibilities*** Always follow the parent’s specific instructions with regards to all aspects of childcare.
* Create a happy, safe, and stimulating environment and remain calm and patient always.
* Liaise on a regular basis with the parents and communicate any problems concerns or difficulties.
* Tend to the children’s basic needs including dressing appropriately for the weather, changing diapers, teeth brushing, naptime and meal prep etc.
* Drive oldest child to activities and school
* Keep a daily log of activities
* Balance time and attention between both children they are equally nurtured and stimulated with age-appropriate activities.
* Establish and follow the children’s schedule e.g. breakfast, higher energy play, quiet play, lunch, nap, outside play, reading, music, dinner etc.
* Plan and prepare nutritious child-friendly meals
* Perform housework related to childcare, including washing and putting away the children’s clothes, cleaning up after meals, tidying play areas, washing bottles, changing children’s bed linen, and keeping all playing/sleeping/eating areas clean and generally helping out as needed in this busy household.
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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
* Newborn experience
* Must be committed to a career working directly with children
* Physical ability to care for and play with young, energetic children e.g being able to run, crawl, go up and down stairs carrying a small child
* Trustworthy, reliable, punctual, 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 be fully Covid vaccinated
* Must have clean driving records and be a safe and confident driver
* Legal US resident
* Min. 21 years old
* Nonsmoker
* Ability to play, organize and multi-task with minimal supervision
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