



Private Family Nanny / Family Assistant

SCHOOL-AGE BOYS

Full-Time | 40 Guaranteed Hours/Week | \$38-\$48/Hour DOE

A private family is seeking an exceptional, highly organized, and flexible **Nanny / Family Assistant** to primarily support their school-age boys.

This is a hands-on private-service role requiring an experienced professional who understands that caring for children extends beyond direct interaction and transportation. The nanny will take ownership of the children's routines, personal care, belongings, meals, preparation, schedules, and child-related spaces while working collaboratively with the family's other household professionals.

The children have busy schedules that include school, sports, extracurricular activities, appointments, and therapies. The right candidate will be an active, attentive participant in their routines and development while ensuring important information is communicated clearly between professionals, caregivers, household staff, and parents.

Candidates must have both:

- **A minimum of three years of professional nanny or private-family childcare experience**
- **Professional experience supporting neurodivergent children**

These are separate requirements. Experience in a classroom, school, camp, daycare, clinical, behavioral, developmental, or therapeutic setting may satisfy the neurodivergent-experience requirement, but it does not replace the required professional nanny or private-family experience.

Schedule & Hours

This is a **full-time position with 40 guaranteed hours per week**.

Most weeks will consist of approximately 40 hours. Depending on the children's schedules, sports, family activities, weekend commitments, travel, or other needs, there may occasionally be heavier weeks of **up to approximately 50 hours**.

Candidates must be comfortable with a flexible private-service schedule.

School days may sometimes require split coverage, such as:

6:00 AM-9:00 AM

Morning routines, breakfast, personal care, preparation, and school drop-off

1:30 PM-8:30 PM

School pickup, therapies, sports and activities, homework, dinner, personal care, preparation for the following day, and evening routines

Schedules will vary. Weekend availability is required, and candidates must be genuinely comfortable with early mornings, evenings, sports schedules, occasional schedule changes, and periodically heavier weeks.

Childcare & Daily Responsibilities

- Provide warm, engaged, and developmentally appropriate care for the family's school-age boys
- Manage morning routines, breakfast, hygiene, school preparation, and drop-offs as scheduled
- Handle school pickups and afternoon and evening routines

- Safely transport the children to sports, activities, therapies, appointments, lessons, and other commitments
- Accompany the older child to soccer practices, games, and related activities
- Accompany the younger child to Krav Maga and other after-school commitments
- Support homework, dinner, showers, preparation for the following day, and evening routines
- Maintain appropriate structure, expectations, and boundaries while adapting to each child's individual needs
- Encourage increasing independence and responsibility for personal care, belongings, bedrooms, and routines
- Anticipate upcoming needs without relying on the parents or other household staff to identify every next step
- Communicate relevant information clearly and consistently to parents, caregivers, and household professionals

Child-Related Household Responsibilities

The children will always be the priority, but caring for them also means taking responsibility for the cleanliness, organization, preparation, and daily upkeep of their belongings and the spaces they use.

The family employs professional household staff, so this is **not a housekeeping position**, and the nanny will not be responsible for deep cleaning the home. However, the nanny will be expected to take ownership of child-related household responsibilities during each shift rather than leaving them for the parents, housekeepers, or other staff members.

Responsibilities will include:

- Keeping the children's bedrooms, bathrooms, closets, desks, backpacks, sports equipment, activity areas, and other child-related spaces neat and organized
- Making or straightening the children's beds and helping maintain orderly bedrooms
- Resetting children's spaces after use rather than leaving toys, clothing, equipment, dishes, or other items behind
- Washing, loading, unloading, and putting away the children's dishes, cups, water bottles, lunch containers, cookware, and utensils
- Cleaning and resetting kitchen and dining areas after preparing or serving the children's meals and snacks
- Preparing healthy breakfasts, lunches, snacks, dinners, and other meals for the children as needed
- Assisting with meal planning and ensuring commonly used foods, snacks, drinks, and lunch supplies remain available
- Monitoring and restocking children's toiletries, skincare and hygiene products, vitamins, school supplies, sports supplies, snacks, water bottles, and other necessities
- Proactively noticing when supplies are running low and replenishing them, communicating the need, or adding them to the household's restocking system
- Helping maintain the children's clothing, shoes, uniforms, sportswear, outerwear, and seasonal items in organized and usable condition
- Promptly treating spills and stains on children's clothing so they do not set
- Communicating with housekeeping regarding laundering, special clothing care, or other needs
- Putting away children's clean clothing and helping keep closets and drawers organized in coordination with housekeeping
- Periodically identifying clothing that is damaged, stained, outgrown, missing, or needs replacement
- Keeping school bags, sports bags, therapy bags, overnight bags, and activity supplies packed, clean, organized, and ready
- Preparing clothing, equipment, school materials, and other necessities for the following day
- Assisting with packing and unpacking the children for trips and family travel
- Running occasional child-related errands
- Coordinating with housekeeping and other household staff regarding the children's laundry, clothing, rooms, supplies, repairs, and other matters requiring follow-through

Personal Care, Hygiene & Grooming

The nanny will play an active role in helping the children establish and maintain strong personal-care habits. The family is looking for someone who demonstrates excellent personal hygiene and grooming and is comfortable modeling and teaching consistent standards of cleanliness, presentation, and self-care.

Depending on the child's age, needs, and schedule, responsibilities will include:

- Ensuring the children shower or bathe appropriately and thoroughly
- Supporting consistent handwashing, oral hygiene, deodorant use, and other age-appropriate hygiene habits
- Supervising toothbrushing and dental-care routines when appropriate
- Helping the children maintain clean, brushed, and well-kept hair
- Supporting age-appropriate skincare routines and ensuring parent-directed products are used consistently
- Following established vitamin and supplement routines exactly as directed
- Making sure fingernails and toenails are clean and appropriately maintained and alerting the parents when additional grooming is needed
- Ensuring the children leave the house clean, appropriately groomed, properly dressed, and prepared for school, activities, appointments, events, and travel
- Noticing when clothing is dirty, stained, ill-fitting, inappropriate for the weather, or otherwise needs attention
- Gradually teaching the children to take developmentally appropriate responsibility for their hygiene, grooming, bedrooms, belongings, and daily routines

The goal is not for the nanny to perform every task for the children indefinitely. The family wants someone who will model good habits, create consistency, and help the boys build increasing independence and responsibility.

Therapy Support & Documentation

An important part of this position is helping the family maintain continuity between the children's professional therapies and what happens at home throughout the week.

The nanny will transport the children to scheduled therapy appointments and pay close attention to the guidance provided by therapists and other professionals.

Responsibilities may include:

- Attending therapy appointments with a child when appropriate
- Listening carefully to therapists' instructions and recommendations
- Taking clear, organized notes regarding exercises, strategies, homework, or activities assigned for the week
- Taking photos or videos, when appropriate and authorized, to document an exercise, technique, setup, or activity demonstrated by a therapist
- Keeping therapy notes and materials organized by child
- Clearly communicating relevant instructions and updates to the parents and appropriate caregivers
- Helping incorporate therapist-assigned exercises, routines, or strategies into the child's week as directed
- Tracking what needs to be practiced or completed between appointments
- Bringing relevant questions, observations, or updates to the parents so they can be addressed with the appropriate professional
- Ensuring important information is not forgotten or lost during transitions between caregivers

The nanny will not be expected to act as a therapist or independently create treatment plans. The family needs someone capable of carefully observing, documenting, communicating, and consistently following through on instructions provided by the children's professionals.

Exceptional organization, written communication, attention to detail, and follow-through are essential.

Neurodivergent Experience - Required

Candidates must have **professional experience caring for or working with neurodivergent children.**

The family values professionals who understand that children may require individualized approaches to communication, transitions, emotional regulation, sensory needs, executive functioning, routines, and expectations.

The ideal candidate will be patient and adaptable while remaining capable of maintaining appropriate structure, consistency, and boundaries.

Relevant neurodivergent experience may come from professional nannying, special education, behavioral or developmental support, therapeutic environments, clinical settings, or other substantial professional work with neurodivergent children.

This experience is required in addition to the minimum of three years of professional nanny or private-family childcare experience.

Private-Service Mindset

Prior private-family experience is essential because this position requires a level of ownership, discretion, flexibility, and service that differs from working in a school, classroom, camp, daycare, or clinical environment.

The mindset the family is looking for is:

"See it, own it, handle it."

If a child finishes eating, the nanny cleans and resets the dishes and kitchen area rather than leaving the mess for housekeeping. If a uniform becomes stained, the nanny addresses it promptly or communicates with the appropriate household professional. If vitamins are running low, the nanny notices before they run out. If soccer practice is the following day, the equipment is prepared in advance. If a bedroom or closet becomes disorganized, the nanny helps restore order.

The family is seeking someone who:

- Naturally notices what needs to be done
- Understands which child-related responsibilities fall within their role
- Takes initiative without overstepping
- Anticipates upcoming needs
- Communicates with the appropriate members of the household team
- Follows tasks through to completion
- Leaves the children, their belongings, and the spaces they use at least as clean, organized, and prepared as they were found
- Does not require repeated reminders or individual instructions for every task
- Understands that excellent private-service nannying extends beyond direct interaction with the children

Working Within a Staffed Household

The family's home includes multiple caregivers and household professionals, making the ability to work respectfully and collaboratively as part of a team extremely important.

The nanny will be expected to communicate and coordinate with housekeeping and other household professionals regarding the children's laundry, clothing care, bedrooms, supplies, schedules, repairs, and other matters requiring follow-through.

The family is seeking someone who:

- Communicates clearly and professionally
- Respects established roles and reporting structures
- Collaborates rather than competes with other household staff
- Does not attempt to supervise or direct colleagues unless specifically assigned that responsibility
- Raises concerns appropriately without creating unnecessary conflict
- Understands the difference between taking initiative and overstepping
- Is receptive to feedback and capable of adjusting as the family's needs or schedules change

- Recognizes that everyone's time and responsibilities within the household deserve respect
- Communicates relevant information proactively and ensures important matters are followed through to completion

Prior experience working collaboratively within a staffed private home is strongly preferred.

The Person the Family Is Looking For

Fluency in both English and Spanish is highly preferred.

The family is especially interested in candidates who can comfortably communicate with the children in both languages and naturally incorporate Spanish into everyday routines, activities, conversations, and caregiving.

Candidates must communicate clearly and professionally in English, particularly when documenting therapy instructions, schedules, notes, and other important information.

Fully bilingual English/Spanish candidates with strong professional nanny and private-family experience will be prioritized and may qualify for compensation at the higher end of the range.

Native or near-native Spanish fluency is a significant plus.

The strongest candidate will be:

- Highly organized and attentive to detail
- Proactive, observant, and service-oriented
- Exceptionally reliable and dependable
- Genuinely flexible regarding scheduling
- Experienced working professionally with neurodivergent children
- Experienced performing child-related household responsibilities within a private home
- Comfortable working collaboratively with other household staff
- An excellent written and verbal communicator
- Comfortable documenting detailed information
- Patient while capable of maintaining structure and boundaries
- Confident working with older children
- Comfortable driving extensively
- Able to manage multiple children's schedules simultaneously
- Calm and adaptable when plans change
- Comfortable with meal preparation, personal care, packing, organization, restocking, and maintaining children's spaces
- Comfortable working some weekends, early mornings, evenings, and occasional heavier weeks
- Discreet, polished, and professional
- Someone who naturally anticipates what needs to happen rather than waiting to be assigned every individual task

Required Qualifications

- Minimum of **three years of professional nanny or private-family childcare experience**
- Demonstrated experience performing child-related household responsibilities within a private home
- Professional experience caring for or working with neurodivergent children
- Strong experience with elementary and/or middle-school-aged children
- Excellent organization, communication, and attention to detail
- Ability to accurately document instructions and consistently follow through with assigned routines
- Comfort preparing healthy meals and snacks for children

- Excellent personal hygiene, grooming, and professionalism
- Valid driver's license and excellent driving record
- Strong professional references
- Ability to pass appropriate background and driving-record checks
- Comfort working within a staffed private home
- Flexibility for varying schedules and occasional 40-50-hour weeks
- Weekend availability

Preferred Qualifications

- Professional experience working within a staffed private household
- Fluency in both English and Spanish
- Native or near-native Spanish proficiency
- Extensive experience supporting neurodivergent children
- Experience coordinating with therapists, educators, behavioral professionals, and multiple caregivers
- Occasional travel flexibility

Compensation

\$38-\$48 per hour, depending on experience, qualifications, and language proficiency

The position includes **40 guaranteed hours per week**, with occasional weeks reaching approximately 50 hours depending on the children's schedules and the family's needs.

Candidates with exceptional private-family experience, substantial professional experience supporting neurodivergent children, and strong English/Spanish bilingual proficiency will be considered toward the higher end of the compensation range.

All applicable overtime will be paid in accordance with employment law.

What Success Looks Like

Success in this role means recognizing that excellent childcare includes preparation, communication, organization, personal care, and follow-through.

If a therapist demonstrates exercises that need to be practiced throughout the week, the right candidate will document them accurately, ask appropriate clarifying questions, organize the information, communicate it to the parents and appropriate caregivers, and help incorporate the exercises into the child's routine as directed.

If soccer practice is the following day, the equipment, uniform, water bottle, and other necessities will be ready ahead of time. If a therapy item needs to accompany a child, it will be packed. If vitamins, hygiene products, or lunch supplies are running low, the nanny will notice and take the appropriate next step. If a child's clothing becomes stained, it will be addressed promptly. If a bedroom or activity space has become disorganized, the nanny will help restore order.

The right candidate will help create continuity, organization, and consistency for the children, even when their schedules are complex. They will leave the children, their belongings, and the spaces they use clean, organized, and prepared while helping the boys develop greater independence and responsibility over time.

Above all, the family is looking for someone who is warm and engaged with the children, respectful toward the household team, highly organized, flexible, dependable, service-oriented, and genuinely invested in helping the children thrive.