

## Job Description Template

### Monterey County 4-H Interview Contest



**Company Name: Babysitting Club Agency**

**Position Title: Au Pair / Single Family Nanny**

#### **Position Overview**

This agency is hiring qualified sitters to connect with local families for the summer. This position can require some travel when placed with a family but there are no requirements for transportation. To be qualified, first thing is becoming CPR/First Aid certified, need to have a great disposition with all children, be on time and help maintain the household. You must have adequate time management skills and a fun personality to care for these children.

#### **Essential Job Functions**

- CPR / First Aid Certified - all ages
- Time Management
- Prepare children's meals and feeding schedules
- Maintain cleanliness of the household and share in chores with the children
- Organize fun games & activities including continued education or languages

#### **Other Necessary Skills**

- Assist the family with travel needs (if applicable)
- Contribute to a group effort
- Caring & Empathy skills
- Self-Responsibility

**Eligibility:** 4-H Senior category

**Bring:** Cover letter and Résumé for this position

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.